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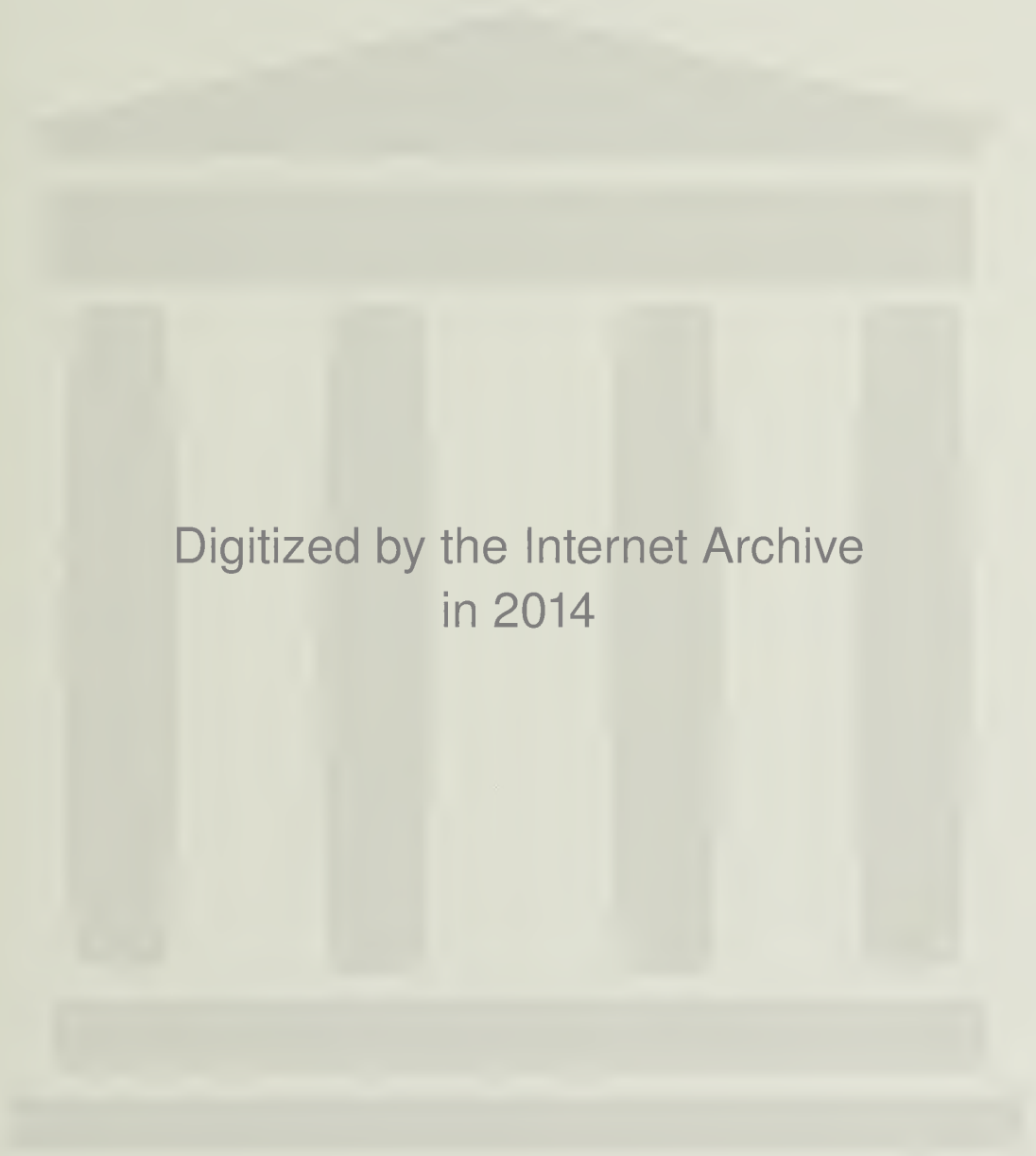

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City and County of San Francisco
Public Library Commission

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1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

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LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

[MINUTES]

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JANUARY 2, 1990

The regular meeting of the San Francisco Public Library Commission was held Tuesday, January 2, 1990 in the commission room at the San Francisco Fire Department Headquarters.

I. Call to Order

President Coulter called the meeting to order at 4:35 p.m.

II. Roll Call

On roll call the following commissioners were noted present: President Coulter, Commissioners Callanan, Carlson, Chin, and Kalil. Commissioners Normandy and Swig were excused.

III. President's Report

President Coulter reminded fellow commissioners that CALTAC is holding a 1990 regional workshop on March 3 at Fremont Public Library. Commissioner Kalil and President Coulter will attend.

Development Policy: President Coulter has been working with the Friends, Foundation, staff and others to organize the various fundraising efforts involved with opening the new main. To furnish the new main, the library will be involved in a multi-million dollar fundraising activity, second only to New York Library. The Development Policy will help insure that all efforts are coordinated. It lays out issues dealing with which groups are going to be allowed to raise money in the name of the library and authorizes the City Librarian to work with these various authorized groups in putting together an umbrella campaign. It also deals with naming various rooms and services after donors. Suggestions of language changes from the City Attorney's office have been underlined.

Commissioner Kalil expressed interest in having a commissioner be present on the staff committee which will be formed under the guidelines of the Development Policy. The Commission took no action on this point but may consider it later.

It was moved by Commissioner Carlson and unanimously approved that Resolution #1511, Development Policy of San Francisco Public Library Commission be approved. (Resolution #1511 attached.)

IV. City Librarian's Report

Earthquake Recovery

Richard Evans, Director, Department of Public Works Mr. Evans reported that his department will be revisiting each city owned branch library to reassess the damages sustained by the October 17 earthquake. Park and Presidio branch libraries, which were seismically rated 4, came through the earthquake in relatively good shape. A bond issue is being considered for spring which will allow for acquisition, construction or reconstruction of buildings owned by the city including earthquake repairs and earthquake hazard reductions, asbestos abatement and provide access for the disabled. Regarding the branch renovation plan, Mr. Evan's said he is concerned that the Park and Presidio branches be given highest priority. He suggested a general guideline be used for branch renovations by doing as much as possible to protect and maintain the current buildings. He offered the use of his staff for recommending a practical approach from the maintenance standpoint. Engineering studies related to the new bond issue will be completed within three weeks and will cost $60,000 for engineering and $30,000 for architectural studies. Mr. Evans assured the commission that he feels that the library buildings are worth saving and maintaining.

Norman Karasick, Bureau of Architecture who accompanied Mr. Evans to the meeting, confirmed that the architectural contract will be completed and should be signed by the end of this week.

Ephraim Hirsch, Structural Engineer read from the original executive summary report which stated that the Presidio Branch was deficient in resisting seismic forces. Strengthening recommendations were proposed at that time. He said that the Park Branch report was essentially the same as Presidio Branch, however, Park is a smaller building and simpler in configuration. After the earthquake, Mr. Dowlin asked Mr. Hirsch's staff to walk through the Presidio Branch again and found that the building suffered only cosmetic damage.

President Coulter asked Mr. Hirsch if Park and Presidio Branches were safe. Mr. Hirsch replied that an 8.0 or 8.2 is considered to be a "major" earthquake. He said that a safe building in the event of a major earthquake is one in which the occupants can get out alive. This does not mean that the building has not sustained damage or may not need to be abandoned, but rather that it did not totally collapse. Both Park and Presidio are rated seismically as category 4 and are at risk of collapsing in a major earthquake. Mr. Hirsch explained in detail reinforcing techniques for various branches.

Donation to the Library Mr. Dowlin reported that we received a donation from Florence, Italy of 160,000 yen ($1,096) for earthquake recovery.

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Main Library Reorganization Mr. Dowlin called on two staff members for additional explanation of the reorganization plan at the Main.

Roberto Esteves reported that the stacks were originally designed as closed stacks and were never intended for public use. Access to the stacks was lost because of the earthquake which necessitated a plan to reopen with about 50% of available shelving. The senior staff became involved in putting together such a plan and has developed a model which can work very well. Mr. Esteves said that staff wanted to create a souffle rather than scrambled eggs from the effects of the earthquake.

Glenda Goldwater reported that she has worked in developing the circulating library. She said that the reason to reorganize was to allow the public access to all the collections and not just collections left intact after the quake. The Literature Department was chosen as the site of the Circulating Library because of its size. With additional shelving, the Circulating Library will hold 150,000 to 180,000 books. Books have been coded and an excellent retrieval system has been designed. Audio/Visual materials will be part of the circulating library.

Ms. Goldwater responded to the recent criticism of reorganization by some staff and said that it would be unethical to reopen the main with only partial access to limited collections. There were 47,000 books that were red tagged. How could we have justified having those books on the shelf when shelves were so limited?

Commissioner Chin asked Ms. Goldwater's opinion regarding lack of morale and concern that staff members were not involved in the decision process for reorganization. Ms. Goldwater said she felt that staff was adequately involved and that one opinion for reorganization was chosen over another. This didn't mean that all other opinions were not heard.

Mr. Dowlin commended department heads and senior staff for their effort to develop an excellent plan for reopening the main. President Coulter stated that the management team made the decision and some staff were quite vocal in their opposition to the plan. President Coulter felt that staff made solid cases on several occasions regarding the reorganization to the commission. He said that while you should try to involve all of your people, at some point a decision must be made. Unanimous consent is virtually impossible. He thanked Mr. Esteves and Ms. Goldwater for detailing reorganization efforts.

Karen Cox, Assistant City Librarian, updated the commission on the search for warehouse space for storage of main library books. The Mayor's office has agreed that by Friday, if we have not located free or inexpensive space, the library may submit a supplemental to be forwarded to the Supervisors for funds to rent storage space. If the Laurel Campus site of U.C. is used by the library, it would require roofing at $4 per square foot, fireproofing at $3 per square foot and a fire wall. The second floor, which is a much smaller space, has asbestos floor tiles which

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couldn't be drilled through to anchor shelving. It could only be used to store boxes of books. The Mayor's office feels that is not a practical alternative. The Port does not have adequate space available for storage of the books.

Ms. Cox stated that after reattaching the stacks there may be limited access to the lower three stack levels, which can change the amount of space needed for remote storage. January 13 is still the target date for opening the main to the public.

Commissioner Carlson stated he will recontact General Harrison from the 6th Army about use of space in the Presidio since there has been no word from the Army whether space is available.

Questions and comments regarding the reorganization of the Main Library were delayed until after the discussion of the Presidio Branch and the Library for the Blind, in order to accommodate the many members of the public who were present out of concern for those facilities.

V. Unfinished Business

Reopening Presidio Branch Library It was moved by Commissioner Callanan and unanimously approved that the prior action taken by the Commission to use the Presidio Branch for a storage facility and relocate the Library for the Blind to Park Branch be rescinded and that the Commission proceed forthwith in restoring library services at Presidio Branch.

Chief of Branches, Hope Hayes, recommended a January 18-23 date for reopening the Presidio Branch.

It was moved by Commissioner Carlson and unanimously approved that Presidio Branch be included in the highest priority for renovation along with Park Branch and that the commission consider further, at a later date, the balance of the list of branches for renovation.

Another patron of the Presidio Branch spoke of her pleasure over the Branch's re-opening and priority for renovation. She said that many in her neighborhood shared her interest in seeing a renaissance occur at the Branch. President Coulter responded that the Commission shares her interest in a renaissance at Presidio as well as at every branch, and that each Branch Mananger, Chief of Branches Hope Hayes, the Council of Neighborhood Libraries Advisory Group and the Friends were all ready to work with patrons for optimum branch service everywhere in the city; the Commission, for its part, stands ready to do whatever it can to facilitate any improvement.

Library for the Blind President Coulter stated that the Advisory Committee for the Blind and Print Handicapped will be asked for advice on how to reach the blind community regarding an open meeting for the relocation of the Library for the Blind. The planning has to be

incorporated very soon for inclusion of the Library for the Blind in the new main library.

Hope Hayes, Chief of Branches, reported that she and President Coulter met with the Advisory Committee for the Blind and Print Handicapped on December 22. They met to discuss where the patrons of the Library for the Blind would like to move walk-in service. The branch manager performed a telephone poll of 80 blind patrons asking if they would use walk-in service if located at Park Branch. 61% responded no, 31% responded yes. These patrons said they found it difficult to get to Park Branch. Because of this poll, the Advisory Committee voted unanimously to support the move back to Presidio Branch for an interim period until renovation begins. The group will explore ideas for a new location for the service while renovation work is being accomplished. Kathy Page, Chief of Facilities Development, will arrange a public hearing to review renovation plans with the community.

The estimated cost for returning to the Presidio Branch is $2,895 ($1,695 for recabling the computer system and $1200 for moving costs of the materials and equipment). Library for the Blind services should be able to resume concurrently with the reopening of Presidio Branch. There will be approximately five to seven days of lost walk-in service during the move back to Presidio.

President Coulter commented that the discussion with the Blind Advisory Committee was very interesting. They said that many talking books could not be on hand at Presidio due to lack of storage space. Older books which have been translated for blind usage are rotated back to the state, rather than kept due to lack of space. They felt that there is now an opportunity to improve service dramatically for the blind community and that the library should look at all issues related to relocating this service for an interim period.

VI. Other Reports

Friends of the Library Jane Winslow reported that more than forty volunteers have been working at the Presidio Branch and in the Literature Department shelving and boxing books. She suggested that everyone read FREE since the recent issue contains accurate, objective information on the reorganization. President Coulter thanked the Friends for their invaluable assistance.

VII. Committee Reports

Operations/Automation Committee Commissioner Chin announced there will be a committee meeting on January 19 to develop a policy for community use of library meeting rooms.

Personnel It was moved by Commissioner Callanan and unanimously approved that Resolution #1512 be adopted. (Resolution #1512 attached.)

On the recommendation of the Personnel Committee, it was moved by Commissioner Callanan and unanimously approved that Commissioner Kalil be nominated to continue to serve on the BALIS Advisory Board.

Finance/Budget Commissioner Carlson reported that the committee met on December 15 to review the budget request for FY 1990-91. Levels of service, hours of operation, and options if additional funds become available to the library were discussed. Another meeting will be scheduled later this month to review the budget before final recommendation to the Commission in February.

It was moved by Commissioner Carlson and unanimously approved that Resolution #1513, Grant Policy of the San Francisco Public Library Commission, be adopted. (Resolution #1513 attached)

VIII. **Public Comment** Marian O'Donnell, retired Librarian III, asked if a supplemental budget request for repairing the stacks has been submitted to City Hall. Mr. Dowlin responded that the Department of Public Works is preparing specifications for temporarily reattaching the stacks. The current plan is that once the stacks are reattached, staff will have access to remove books from the upper levels. Permanent fixing of the stacks will be a lengthy process. Mrs. O'Donnell asked if it is anticipated that once the stacks are reattached will the books be returned? Commissioner Carlson responded that it depends on the cost of the final solution to the stack problem. The Asian Art Museum has no plans or need for stacks, so any money we put into the stack area will be removed by the Asian Art Museum. Mrs. O'Donnell asked if that cost would be balanced by the amount of money which will be spent on the storage of the books? Commissioner Carlson said we will not know until we receive a cost estimate on the final repair of the stacks. Russ Able stated the estimates could not be ascertained until after the stacks had been temporarily reattached and their contents removed, or another three to four months. By that time, the library should also know how many dollars FEMA will allow for permanent repair of the stacks. The commission will be approving any repairs recommended by DPW.

Joel Ventresca asked if the temporary attachment of the stacks will be from FEMA funds. Mr. Dowlin responded that it is being requested, but that in the short term it is being taken out of the library's budget, with the hope that we will be reimbursed by FEMA.

President Coulter explained that whether or not the stacks are repaired raises an issue of cost. If it costs more money to store the books than to repair the stacks then, from the taxpayers' viewpoint, the stacks should be repaired. However, if it will cost more to repair the stacks, then clearly the cost effectiveness of using the stacks for only five years must be addressed.

Ralph Maltes, Haight Ashbury Community Coalition, commented that he understands that the commission has tabled deciding on the children's program use of the Park Branch meeting room. He stated that three recreational programs for low income latchkey children have been in continual operation for the past six years at Park Branch. He felt that while the library commission is deliberating on this issue, the children have no place after school. He said he spoke to the Mayors Office of Community Development and they informed him that unless the program is relocated by next month, the program will lose city funding for 1990, which will in effect end the program. Mr. Maltes stated that he hopes that whatever procedure the commission follows, these time constraints will be taken into consideration. He also requested that H.A.C.C. be allowed to participate in the process rather than being presented with a fait accompli as they have been in the past.

Janet Berenson, Presidio Branch patron, asked the commission to consider clear procedures in the future for library closures, calling for input from the Neighborhood Council to avoid the situation that occurred with Presidio Branch closure. President Coulter responded that the Commission is interested in developing some sort of ongoing relationship with all neighborhood groups. The Council of Neighborhood Libraries is a relatively new organization and the Commission wants to work closely with this group.

Marti Goddard, Librarian for Hearing Impaired, commented that she is tired of hearing that the voice of a few individuals is seen as the voice of the staff. She has only been at the library 5 1/2 weeks. When she was interviewing for the job, she asked staff working at several different levels in different departments about the morale at the library and she got resoundingly positive responses. She said that now she has been here during a relatively difficult period of time and she has seen that staff are working very well and positively together as a team trying to rebuild something and make it work.

Mary Ashe, Librarian III, Art, Music and Recreation Department, stated that this department could have reopened with minimal change after the October earthquake. She said she did not wholeheartedly support the reorganization of the main at first; however, she now feels that it is the lesser of evils.

IX. New Business

Nominating Committee Upon the recommendation of the Nominating Committee which met earlier this afternoon, it was moved by Commissioner Carlson and unanimously approved that Commissioner Coulter be re-elected as President, Commissioner Kalil be re-elected as First Vice President and Commissioner Callanan be re-elected as Second Vice President.

X. Adjournment

There being no further business to discuss, the meeting was adjourned at 6:50 p.m. The next regular meeting of the Library Commission will be held on Tuesday, February 6, 1990 at 4:30 p.m. in the Lurie Room of the Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1511

RESOLVED, The San Francisco Public Library Commission hereby adopts the Development Policy recommended at the December 5, 1989 regular Commission Meeting.

DEVELOPMENT POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Overview

The San Francisco Public Library system must have an effective community-business-government partnership in order to raise the necessary funds to achieve its goal of becoming one of the nation's great libraries by the 21st century.

The SFPL Commission applauds and encourages the efforts of those individuals and groups seeking to help the library meet its strategic service goals for the people of San Francisco. The intent of this resolution is to tie together all fundraising activities for the SFPL under a single policy umbrella in order to maximize the success of each effort. It is hoped these important activities can be aided by setting up a coordination process, defining clear roles and objectives, and establishing a policy on gift recognition.

Library Policy on Development

- Only those groups and individuals officially authorized by the Library Commission may raise funds in the name of the SFPL. The authority to use the name of the Library is limited and is only for the purpose of raising funds for the Library. Those groups and their roles are stated in the Addendum. The City Librarian is requested to canvas the SFPL system for all internal fund/grant raising activities, develop a process for including them in this coordination process and report back to the Commission.

- Any group of SFPL department or SFPL employee authorized agrees to coordinate all fundraising activities with an oversight team established by the City Librarian. These groups will regularly inform the Commission of their progress and activities either directly or through the City Librarian.

- Because of the high profile nature of the Library Foundation campaign, all groups will work under a unifying theme for the duration of that campaign. This theme will be developed by the oversight team and the City Librarian in cooperation with the Commission.

- All monies raised will be in support of the SFPL goals and objectives as defined by the Commission. This will be done in accordance with existing City Charter and Administrative Code provisions.

- The Commission agrees to work closely with the Library Foundation in seeing that major donors receive proper recognition for their gifts. This is an important and appropriate part of any major campaign. The Commission authorizes the City Librarian and the Library Foundation to develop significant gift opportunities and appropriate recognition which can be used by the Foundation in its efforts.

  The Office of the City Attorney has reviewed various ordinances and Charter provisions and determined that the Library Commission has the authority to name individual rooms, services, other building parts or the Library building itself after appropriate individuals, corporations or groups.

  While the Library Commission must give final authorization to any naming activities, such authorization will not be unreasonably withheld. The Commission is completely supportive of the Foundation effort and what it can mean for the future of the library.

- The Commission recognizes the need to review and upgrade this Development Policy as projects are completed, needs change and opportunities arise.

ADDENDUM: Authorized support groups and roles

1. Friends of the San Francisco Public Library:

   Organized in 1961, the Friends is "dedicated to the creation and support of a first class public library system in San Francisco." Its basic focus is in program support and development. The Friends Long Range Plan breaks out key elements:

   -- improve the ability of the library to serve the needs of the diverse populations of the City.

   -- enhance the use of the public library system as a center of the literary, educational and cultural life of the City.

2. Library Foundation of San Francisco:

   The focus of the Library Foundation will be furnishing the new main library building in Marshall Square. It is still in a start up phase for the campaign.

   The exact dollar amount to be raised and specific details of the campaign are still being determined but it will be the largest fundraising effort ever attempted by SFPL. Details on transferring funds once raised and needed by the new building and issues surrounding a possible endowment program will be worked out later.

3. Project Read

This program raises money to complement city funds provided for the library's adult literacy program. In the past additional resources were provided by the state and federal grant funds. The Friends and the City Librarian should assess how this important program should be positioned in the SFPL family in the future.

4. Friends of the Japanese Collection:

This group supports the growing Japanese language collection at the Western Addition Branch. The Friends of the Public Library serves as its fiscal agent.

5. Government and charitable grants:

Various grantmaking efforts aimed at specific government agencies and businesses are managed internally by the SFPL system. These need to be managed as part of the Development Program.

6. City Guides:

This program, sponsored by the Friends of the SF Public Library, is a volunteer group who give free walking tours of San Francisco's many diverse neighborhoods.

Objectives: Preserve and perpetuate SF history and folklore; and interpret the cultural and ethnic impact of the neighborhoods on the City. The Guides promote use of the SFPL since most of their information comes from the library archives and frequently begin tours at the Main Library or a branch. In the spirit of the library, services are provided free of charge to the general public. It has its own board and executive director and does its own fundraising.

RESOLUTION #1512

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1989. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF DECEMBER, 1989.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1989, be approved:

3602 Library Page, Part-Time

Shaw, Allison
Render, Anglean
Landry, Dana
O'Neil, Mary
Khuu, Patricia
Richson, Van
Chu, Alvin
Nguyen, Linh

3602 Library Page, Full-Time

Zhou, Liming

1444 Secretary I, Full-Time

Robinson, Carmen

3630 Librarian I, Part-Time

Meserve, Barbara

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Thompson, Jerald
Lu, Hong
Wagner, Yanik
Goza, Dennis
Whitfield, Kirk
Freeman, Greg
Eng, Suzanne
Tran, Quoc

RESOLUTION #1513

RESOLVED, The San Francisco Public Library Commission hereby adopts the Grants Policy recommended by the Finance/Budget Committee:

GRANT POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The City Librarian shall be authorized to apply for grants without prior approval of the Library Commission in any of the following circumstances:

1. The total grant is $10,000 or less
2. The grant is a continuation of a previously approved grant
3. The grant is solely for the purchase of library materials

When the grant application is successful, the City Librarian will report to the Library Commission's Finance Committee details of the grant.

Grant applications which do not fall into one of the above categories will continue to go to the Library Commission for approval to "apply, accept and expend".

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City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
PUBLIC LIBRARY

Minutes

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

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City Librarian

RICHARD P. WALSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
FEBRUARY 6, 1990

The regular meeting of the San Francisco Public Library Commission was held Tuesday, February 6, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 by President Coulter.

II. Roll Call

The following commissioners were noted present: Commissioners Carlson, Chin, Coulter, Kalil, Normandy and Romines. Commissioner Swig was excused.

III. President's Report

President Coulter welcomed Commissioner Romines to his first meeting and congratulated him on being sworn in as a Library Commissioner last Friday.

President Coulter noted the presence of past Commissioner Edward F. Callanan, Jr.

It was moved by Commissioner Carlson and unanimously approved that Resolution #1515, recognizing Edward F. Callanan's twenty-six years of service on the Library Commission be adopted. (Resolution #1515 attached)

Mr. Callanan thanked the Commission for the resolution and expressed deep appreciation to the staff, past and present, for their help over the years. He stated that it has been a pleasure to work with Mr. Dowlin and Ms. Cox as well as all the staff at the Library.

He congratulated Commissioner Romines on his appointment and commended Mayor Agnos for the magnificent commission he has given to the city. He stated he is looking forward to working on the National Maritime Historical Commission. He summed up his feelings in the words of an Irish Poet who wrote:

"When time who steals our years away shall steal our
pleasures too,
The memory of the past will stay and half our joys
renewed.

So fill the bowl, away with gloom our joys shall
always last,
And hope will brighten days to come as memory
yields the past."

Mr. Callanan thanked Mr. Walsh for being an excellent Commission Secretary and a good friend.

Committee Assignments: President Coulter asked Commissioners to review current committee structure and inform Mr. Walsh of any changes individual Commissioners would like to see occur.

IV. City Librarian's Report

State Earthquake Recovery Funds: Mr. Dowlin reported that the state lobbyist has informed him that additional state funds will be available for earthquake recovery. Jackie Spier introduced a bill authorizing appropriation of $480,000 to the library for a new computer system to replace CLSI. This system will enable the library to inventory the reference collection. Everyone is optimistic on the passage of this bill.

Offsite Storage/Main Library Recovery: 81,000 books have been moved to the Public Health Hospital at 15th and Lake Streets.

No bids were received by last Wednesday's deadline for reattaching the stacks on a temporary basis which will allow for removal of the books. Russ Able, Bureau of Architecture, will contact individual contractors to persuade them to bid on the contract.

New Main: Kathy Page reported that the architect's contract was signed the week of January 27 and should be certified by March 1.

Work is continuing with HBW Associates in reviewing the building program. Ms. Page has been working with a group of staff members to validate the statements made in the program. The Building Committee is being formed and currently consists of Ms. Page, Kenneth Dowlin and Russ Able. A public meeting to review the building program draft is tentatively scheduled for the end of February. Flyers and press releases will be sent.

Six construction management firms were interviewed on January 29. The top candidates are currently being evaluated by the Human Rights Commission and the contract award will be made soon.

Seismic Repair/Upgrade Bond: Mr. Dowlin reported that last Wednesday the CAO submitted a $332 million bond issue to the Board of Supervisors Finance Committee. Funds are included to perform earthquake damage repairs, life safety and code mandates, and facility preservation for all branches not covered under the library's $5 million branch renovation program.

President Coulter asked Mr. Dowlin to send a letter to Mr. Nothenberg, Chief Administrative Officer, thanking him for including the library in the bond measure.

V. Friends of the Library

Presidio Branch Reopening: Jane Winslow reported that the Friends were involved in festivities surrounding the reopening of Presidio Branch last Saturday.

New Friends Office: The Friends office is now located in space donated by Wells Fargo Bank at 380 Golden Gate Avenue.

Reception: Friends are sponsoring a reception honoring Dora Donner Ide for her generous donation of the Arion Press edition of Ulysses on February 13 from 5 to 7 p.m.

Annual Meeting: Commissioners are invited to the Friends annual meeting on February 27 from 5 to 7 p.m. in the Lurie Room.

Movie Premiere: Friends are sponsoring a fund raiser for the premiere of "A Handmaid's Tale" at the Kabuki Theater on March 8.

President Coulter thanked the Friends for their help in reopening the Main Library and Presidio Branch.

VI. Committee Reports

Operations/Automation Committee

Commissioner Chin reported that the committee met on January 19 to review the current meeting room policy. Some revisions were suggested and Commissioners will soon receive a draft. She stated the committee intends to make the meeting room policy fair and equitable for all groups and individuals.

The committee also received testimony on the use of the meeting rooms at Park Branch.

The committee will continue review of this subject at their next meeting scheduled for Monday, February 26 at 5:00 p.m. in the Lurie Room.

Personnel Committee

It was moved by Commissioner Kalil and unanimously approved that Resolution #1514 be adopted. (Resolution #1514 attached)

Finance Budget Committee

Budget FY 1990-91: Commissioner Carlson reported there were two meetings during January to discuss FY 1990-91 budget request. He asked Ms. Karen Cox, Assistant City Librarian, to update the commission on the current status of the request.

Ms. Cox reported that the mandated library maintenance level budget totals $19.9 million. New programs and add-on priorities (increased book budget and upgrade to CLSI) were described by Ms. Cox.

Margaret Brodkin, Coleman Advocates for Children, stated that 25% of library patrons are children. She asked the commission to add an additional librarian to the main children's room ($48,063) institute the Homework Helpers program ($121,474), Library Story Connection ($100,000) and Youth Services Library ($106,549). She called for expanded children's services throughout the city and extended branch hours.

Sally Brunn, Keep Libraries Alive, reported that KLA add-on priorities are 1) municipal reference service; 2) increased children's services; 3) extension of branch hours; and 4) Project Read.

Commissioner Carlson noted that there is a vital need for one agency to coordinate all the various programs for children throughout the city. Several members in the audience spoke of the need for a volunteer coordinator at the library and the role that such a person would play in recruiting volunteers.

It was moved by Commissioner Carlson and unanimously approved that the following list of prioritized "add on" programs and service enhancements for FY 1990-91 be forwarded to Mayor Agnos.

1. **Municipal Reference Service:** This program will continue to provide information support and research assistance to city officials and employees on work-related topics. The collection of the Main Library, the services of the inter-library loan department and access to computerized databases will provide support for this service. The program will continue the municipal reference portion of the LSCA (1988-89) which established the San Francisco Connection. The budget includes a senior librarian, a junior librarian, a full-time support staff 3616 position and a part-time page, plus a $10,000 increase in the library's online search budget. (See Strategic Plan, Goal 5, Objective 5a.)

   ESTIMATED COST $155,770

2. **Project Read:** This program will continue to offer English-speaking adults who lack basic reading and writing skills free, confidential tutoring by trained volunteers. It continues the Library's successful adult literacy program that was previously funded by a grant. The budget includes a director, a 1240 manager of volunteers, a 1426 secretary and 12 contractual trainer positions. (See Strategic Plan, Goal 5, Objective 5i.)

   ESTIMATED COST $115,930

3. **Extend Branch Library Hours:** In order to better meet the city's information and knowledge needs, resource branches will open Sundays and one additional evening. This will help accommodate the many people who cannot use the library during the work week, either because they are students or because they are at their jobs. Currently branches are open only one night a week, and not at all on Sundays. Only the main library is open on Sundays. With more open hours in the resource branches, adult and children's programming will also increase.

   A recent ALA branch services' survey notes that of 16 California library systems surveyed, SFPL ranks 13th in number of hours open to the public. The main library is heavily used on Sundays, both by people from the city and by people from throughout the bay area. Seating has always been limited, and is even more so now that the reorganization of the main has taken place. Opening resource branches on Sundays will ease the overcrowding of the main and be more convenient for those neighborhood people who do not need the more extensive resources of the main to fill their library needs. Offering service on an additional evening will also be greatly appreciated by those who need to use their library.

   ESTIMATED COST $322,279

4. **Substitute Pool of Librarians:** This program will support a substitute pool of librarians who can be called upon to fill in when needed in order to prevent unplanned branch closings due to insufficient staff, and in order to use our branch professional time more efficiently. The substitute librarian pool will operate in a manner similar to the way the substitute pool of teachers work in public schools.

   ESTIMATED COST $ 60,000

5. **Book Budget:** The cost of books, serials and journals continues to rise. The most recently compiled figures show that the average increase in the price of a hardcover book from the preceding year is $2.01 a title. The average price of a serial title rose 3.38% and the average cost of a periodical subscription rose 9.5%. A book budget that remains at the same dollar figure from one budget year to the next does not maintain the collection. In addition, often

important books and journals published during any given year have only one printing, and if not purchased when available, are lost to the collection. The library needs an increase in actual dollars from last year in order to maintain the current level of service.

ESTIMATED COST $150,000

6. **CLSI System Upgrade/Telecommunications:** This program will upgrade the CLSI system and replace some outdated and old equipment. It will upgrade the remaining various 10-year old, 300-baud card-type modems in the branches with multiplexors that support a minimum of 1200 baud communications to all library locations. It will reduce the number of leased datalines. When completed, all library units will have multiplexors and can begin creating a telecommunication network that will support the installation of public access terminals at all locations. In addition, the library can develop further the electronic communications network already linking administration. The multiplexor environment will permit us to develop a Local Area Network linking the administration, the main library departments and the cluster branches. By 1995 the library plans to design and build a network that will connect all citizens to the total resources of San Francisco Public Library. This will be a first step.

ESTIMATED COST $ 75,000

7. **Security Systems:** Chinatown, Excelsior and Mission, three of the library's resource branches, and the Main currently have security systems installed. The library will install checkpoint systems in the remaining resource branches - Richmond, Sunset and West Portal. Valuable books, journals and audio-visual materials are lost to the library in two ways -through items checked out and not returned, and through theft. Total losses through theft are unknown at this time, but the library conservatively estimates a 5% loss through theft per year per agency. Security systems are believed to mitigate this loss in the three resource branches in which they are currently located, and in the main library.

ESTIMATED COST $ 24,500

8. **Main Children's Room:** Add a full-time librarian to the staff of main children's room.

ESTIMATED COST $ 48,833

9. **Volunteer Coordinator:** This program will recruit, screen and refer volunteers for regular on-going library volunteer programs such as Book Buddies, Project Read and the Welcome Desk. Directed by a volunteer coordinator, it will serve as the focal point for community-based partnerships with the library, helping to get

community support or assistance on library projects. It might also serve as the point for homebound book delivery service for AIDS patients. Since the earthquake, hundreds of people have volunteered to help the library recover. With the Friends of the Library's help, we have been able to draw the help of a small number of these volunteers while reorganizing the main and while transporting books and shelving to the U.S. Sixth Army Presidio Public Health Hospital site. A coordinator is needed in order to efficiently mobilize the public's goodwill and talent. (See Strategic Plan, Goal 16, Objective 16i and Goal 18, Objective 18e.)

ESTIMATED COST $ 46,736

10. **Retrospective Conversion:** Retrospective conversion will create a single automated catalog of the library's circulating collection, including books, videos, audiotapes, phonograph records, scores, art prints, picture file material and maps; the reference collection including the government documents collection, periodicals, archival collections of the San Francisco History Room and Special Collections; special collections housed in branches; and the in-house card files. For FY 1990-91 this program item will permit the staff to complete the inventory of the circulating collection. In the future, when the library installs hardware capable of supporting the development of an online catalog, the staff will begin retrospective conversion of the reference collection.

    The 1990-91 program will permit the approximately 40,000 not-on-file circulating items identified during the reorganization of the main library to be entered on CLSI by staff in the Catalog Department. The budget for this program includes a 3618 senior library technician, 30 part-time page hours, RLIN search charges, telecommunication costs, equipment, maintenance and supplies. (See Strategic Plan, Goal 7, Objectives 7b and 7e, and Goal 8, Objective 8n.)

    ESTIMATED COST $ 95,328

11. **Library Technicians for Information Services:** This will add three library technicians (3616's) to Information Services' reference desk to answer phone questions, card catalog questions and assist with ILL. Librarian I's and II's are now answering simple directional questions on the phone and at the reference desk and doing clerical inter-library loan work that should be done by library technicians. Professional time will then be spent doing online searching, training subject specialists in online searching and doing community database development. (Strategic Plan, Goal 5, Objective 5k.)

    ESTIMATED COST $121,510

12. **Youth Services Librarian:** Staff person to coordinate service to young adults and select materials for enhanced young adult collections.

ESTIMATED COST $ 57,454

13. **Management/Supervision Training:** This program will offer training to professional and technical staff in supervisory positions, including librarian technical staff in supervisory positions, Librarian III's, Librarian II's, Senior Library Technicians, and the heads of Accounting, Custodial Services, Engineering, Security and Registration.

ESTIMATED COST $ 9,200

14. **Reclass Library Technician Positions in Branches:** Resource branches need senior technicians to train and supervise clerical and technical staff. The five resource branches currently have library technicians. This personnel change will reclassify five 3616 library technician positions into five senior library technician positions.

ESTIMATED COST $ 19,888

15. **Asian Materials Collection Development:** As the Asian population has moved into all areas of the city, the branches and the main have had difficulty meeting the needs of this community. This program will fund a Librarian II position to coordinate the development of Chinese and/or Vietnamese collections, which were originally limited to Richmond and Chinatown branches, to ten library branches as well as to the main library. The librarian in this position will be responsible for the selection and acquisition of adult materials for main and branch libraries including books, language learning materials, government documents and pamphlets. In addition the librarian will have supervision of system-wide acquisition of Asian language materials in all Asian languages. (See Strategic Plan, Goal 5, Objective 5n.)

ESTIMATED COST $ 56,500

16. **Conservation and Preservation:** This program provides equipment and staff to enable Book Repair to reinforce paperback books in-house. Over the next ten years the library will be able to reinforce approximately 12,000 paperback books a year at an average cost of $1.30 (compared to $2.70 to permabind one book). All paperbacks that are sewn will be reinforced - stiffening the covers, strengthening the cover attachment and eliminating duracovers, resulting in a more sturdy, attractive, less expensive process.

The cost includes 30 page hours weekly, supplies, one potdevin gluing machine and one guillotine cutter. (Strategic Plan, Goal 6, Objective 6f.)

ESTIMATED COST $ 23,488

Commissioner Kalil departed at 6:12 p.m.

VII. Unfinished Business

President Coulter, Kenneth Dowlin, Kathy Page and Cathy Simon presented an informal slide show and offered comments on their recent fact-finding trip to the following European libraries:

Gemeentebibliotek, Rotterdam
Staatsbibliothek, Berlin
Bibliotheque Sainte Genevieve, Paris
Bibliotheque Nationale, Paris
Bibliotheque Publique d'Information, Centre Pompidou, Paris
Mediatheque, Cite de Sciences et de I'Industrie, Paris

The informative presentation illustrated some features and new innovations in these libraries which are clearly successful and others which may be less than desirable. President Coulter distributed a written report on his observations to commissioners.

VIII. New Business

A member of the audience asked who will be evaluating the drawings for the new main library. President Coulter responded that the Library Commission, Art Commission and perhaps the Planning Commission must review the plans. Russ Able, DPW Bureau of Architecture, was asked to investigate and confirm who the essential players are in this evaluation process.

Ruth Maginnis, Librarians Guild, said the Guild has had strong concerns for the library's commitment for public access to information and for the right of freedom of speech. The complex decision to keep the main library closed following the earthquake was made at commission committee meetings which were not widely publicized. She noted that minutes of commission meetings since October have not yet been made available.

Ms. Maginnis also said that staff have a right to express their opinions of library matters at commission meetings even if the subject is uncomfortable, embarrassing or time consuming.

President Coulter asked Mr. Walsh to respond on the status of minutes. Mr. Walsh reported that the minutes are in various stages of completion. The Secretary's Office has been extremely active in earthquake recovery

efforts at the branches, main library and remote storage site. Hopefully, by next month's meeting, ample time will be allowed to complete all minutes.

President Coulter responded that the Commission has never discouraged staff from testifying at meetings, welcomes all comments and champions freedom of speech. His preference is, however, to hear from the public before staff testimony since members of the public may be under more severe time constraints than some staff and staff generally has more easy access to commission members. He also said he has rarely put time limits on testimony by anyone, even though this has meant some lengthy meetings.

IX. Adjournment

There being no further business to discuss, the February 6, 1990 regular commission meeting was adjourned at 8:10 p.m. The next regular meeting of the Library Commission will be held on Tuesday, March 6, 1990 at 4:30 p.m. in the Lurie Room.

Richard Walsh

Richard Walsh, Secretary
Library Commission

NOTE: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1514

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JANUARY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1990 be approved:

3602 Library Page, Part-Time

Chieng, Nancy
Dougherty, Muire
Lake, David
Drury, Danielle
Yue, Johnson
Aguirre, Rosemarie

1446 Secretary II, Full-Time

Bedard, Anthony
Colaso, Penny J.

3630 Librarian I, Part-Time

Madara, Bella J.

7334 Stationary Engineer, Full Time

Wanig, Charles B.

7334 Stationary Engineer, As Needed

Vallerga, Louis R.

7335 Truck Driver, As Needed

Anderson, William F.
Harrison, Robert

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Aguirre, Rosemarie
Robinson, Nichelle
Smith, Todd
Geddes, Anna
Lee, Lillian
Reuben, Julie
Oconchuir, Ruairi
Tran, Anh
Yee, Lupita

RESOLUTION #1515

WHEREAS, Edward F. Callanan, Jr. has served the City and County of San Francisco as a member of the San Francisco Public Library Commission for more than twenty-six years and was elected President of the Commission for ten of those years; and,

WHEREAS, Edward F. Callanan, Jr. has provided strong, consistent leadership to the growth of the San Francisco Public Library and to the emergence of a new generation of library services in his native city; and,

WHEREAS, Edward F. Callanan, Jr. has consistently been attentive to the needs of the staff while chairing the Commission's Personnel Committee for many years; and,

WHEREAS, Edward F. Callanan, Jr. has supplied guidance to fellow Commissioners during emergencies such as earthquakes, limited budgets, branch fires, leaky roofs, short staffing and a host of other crises; and

WHEREAS, Edward F. Callanan, Jr. has continually displayed his professionalism and insight while utilizing his Irish wit, charm and the Blarney Stone's ultimate gift of eloquence; now, therefore, be it

RESOLVED, That on our behalf, and on the behalf of the staff and administration of the library system, the members of the San Francisco Public Library Commission do hereby commend our colleague on the occasion of his retirement from the Commission and for his exceptional service to all his fellow San Franciscan's and extend our best wishes for health and joy in the coming years.

DOCUMENTS DEPT.
SAN FRANCISCO PUBLIC LIBRARY

City and County of San Francisco
Public Library Commission

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Minutes

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
MARCH 6, 1990

The regular meeting of the San Francisco Public Library Commission was held Tuesday, March 6, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 by President Coulter.

II. Roll Call

The following commissioners were noted present: Commissioners Carlson, Coulter, Kalil, Normandy and Romines. Commissioners Chin and Swig were excused.

III. Approval of Minutes

President Coulter asked for revisions to the draft minutes for the November 21 special meeting. The approval of all minutes was postponed until next month's meeting.

IV. President's Report

Library for the Blind: President Coulter reported that he met with Cathy Simon, Hope Hayes, Kathy Page, Martha Heverly and approximately 40 patrons of the Library for the Blind to discuss issues relating to relocation of this service to temporary quarters during branch renovations and possible relocation of services to the blind to the new main library.

President Coulter felt that most people favored moving into the new main if public transportation could be improved, although many noted that the current problems with the homeless in Civic Center is a disadvantage. Others said they would like to come into the new main if it meant more space and expanded services.

Discussions included that a coffee shop in the new main was important to many people. One woman described the advantages at the Smithsonian for having an underground passageway from the subway system to the branches of the museum. There was also concern for a dependable elevator to connect with underground transportation.

It was noted that 40% of current blind patrons live downtown. There was great interest to raise the level of service for Library for the Blind to be more than a subregional library with larger physical quarters.

Other ideas included increased escort services, special restrooms, keeping part of the blind collection at Presidio Branch and raised floor surfaces (such as being used in la Villette Mediatheque in Paris) to help the blind in the new main.

President Coulter asked Mr. Dowlin to explore the idea of maintaining some level of service for the blind at Presidio Branch while offering full services to the blind in the new main library. Mr. Dowlin stated that he will investigate this possibility as well as satellite blind services at other branches.

Committee Assignments and Structure: Commissioner Kalil suggested reducing the number of committees to perhaps three or four. She felt that in order to devote all their time to issues of a particular committee, chairs of committees should have no other committee responsibilities.

Commissioner Carlson stated that he thought it would be logical to combine Facilities and Finance committees to work on the new main and branch renovations.

After discussion, commission members proposed the following general committee structure with the understanding that further refinements will be necessary before adoption and incorporation into the by-laws.

Budget and Facilities

Budget requests, supplementals, branch renovations, new main library.

Planning and Development

System enhancements; collection development.

Operations

Automation, public relations, personnel.

President Coulter asked Mr. Walsh to circulate the proposed committee structure to all commissioners to allow for comments and suggestions before next month's meeting. He also asked commissioners to give some thought to being chair of a specific committee.

Commissioners discussed the need for additional staff support for issues brought before committees. President Coulter envisions the Commission Secretary working closely with committees and bringing in subject matter experts from library staff who would be assigned to specific committees. Commissioner Normandy suggested that memos, position papers, etc. require an enormous amount of work and that creative approaches might be utilized for commission support (internship programs, Friends) to gather information and analyze specific issues before it is brought before a committee.

Election of 2nd Vice President: It was moved by Commissioner Carlson and unanimously approved that Commissioner Romines be appointed 2nd Vice President replacing past Commissioner Callanan. President Coulter asked Commissioner Romines to serve as chair of the Personnel Committee and as member of the Operations/Automation and Finance/Budget committees.

Relocation of Arts Commission from 45 Hyde Street: Claire Isaacs, Director of Arts Commission, explained that the Arts Commission has never had a permanent home since its formation in 1932. They are currently housed on the third floor of the library annex, 45 Hyde Street. Lack of accessibility for the disabled, lack of proper office and storage space and absence of a meeting room present insurmountable problems to their role as a public agency.

Ms. Isaacs stated that Mayor Agnos has approved supplemental funds to lease adequate space for the Arts Commission at 25 Van Ness Avenue. This supplemental is currently under review by the Board of Supervisors and she requested the support of the Library Commission for passage of this supplemental.

President Coulter directed the Secretary to prepare a draft letter to the Board of Supervisors supporting the Arts Commission efforts in relocating from the Hyde Street site.

CALTAC Conference: President Coulter and Commissioner Kalil attended the CALTAC conference at Fremont Public Library last Saturday. The Fremont Public Library was designed by Cathy Simon of Simon, Martin-Vegue, Winkelstein & Moris. Staff and public are extremely pleased with the layout and functionality of the building. Patron counts doubled within the first month of operation at the facility.

At this conference, Gary Strong, State Librarian, stated that he has received $600 million worth of requests for Proposition 85 funds; there is only $75 million available.

The group shared concerns common to all public libraries such as discarded books and latchkey children. President Coulter encouraged other commissioners to attend future CALTAC meetings.

Personnel Notes: President Coulter congratulated library administration for recent personnel notes which detailed development courses for staff. He stated that he felt it was a tragedy that city government does not offer a wide variety of continuing education for its employees.

V. City Librarian's Report

Bay Area Book Fair: Marcia Schneider, Community Relations Librarian, reported that the Bay Area Book Fair will be held in October. The Fair will extend from Mendocino to Monterey. SFPL will be participating at various levels: Information Services Department is building an author data base; staff are serving as liaisons to other libraries on how to plan events; Mayor Agnos will hold a reception for bay area authors. Authors donating their works to SFPL will be admitted free to this reception.

Portola Branch Reopening: Mr. Dowlin reported that Portola Branch reopened last Wednesday. Supervisor Alioto cut the ribbon and many neighborhood supporters attended the event. Mr. Dowlin thanked everyone who contributed to the remodeling and reopening activities.

Building Program: Kathy Page, Chief of Facilities Development, reported that the building program advisory group did intense review of the first draft of the building program. Each of the 120 pages of the program were reviewed in depth. Open staff meetings have been held to review staff concerns and ideas for the program.

The first public meeting to review the building program was held last Thursday; the next public meeting will be held March 13. Services of the program are being emphasized rather than physical layout of the building.

Dick Waters, Building Program Consultant, visited SFPL on February 23 to review corrections, comments and revisions of the first draft of the building program statement. He will refine the material and return the second draft to Ms. Page next week. This second draft will be given to the architects to begin the building design phase.

Strategic Plan: Mr. Dowlin stated that the strategic plan should be reviewed by the appropriate committee to provide for continued input. He explained that emerging from the plan is a common theme of building for excellence. Mr. Dowlin is taking a personal interest in developing a program which he calls Managing for Excellence (Budget System, Management Information). He feels that it is important to begin working towards the concept of empowering the staff for excellence (staff development, providing staff tools, etc.). Consultants may be needed to design this program at SFPL.

President Coulter stated that the Strategic Plan will be split into two vehicles. One vehicle will be the document itself as prepared by Mr. Dowlin which will provide detail on management for excellence as well as detail on programming and planning. The other vehicle used by the commission will involve community vision where members of the community will be asked for their vision of neighborhood libraries for the next decade. Neighborhood Council members have already been asked to submit their long-term vision for each branch within the system. This type of document will be used by the commission as an agreement with the community for focusing on issues and services for long range planning.

President Coulter asked for the help of branch librarians in working with neighborhood council members to insure that the needs of every branch are addressed.

Sheet Music Donation: Mary Ashe, Art/Music and Recreation Department, reported that Dorothy Starr recently passed away and the public guardian has recommended that her 100,00 sheet music collection be given to SFPL if no heirs are located. This collection contains many hard-to-find or obscure music pieces and it will be an asset to the library when it is inventoried and cataloged.

Acknowledgement of Dora Ide Donner Gift: It was moved by Commissioner Carlson and unanimously approved that a resolution be prepared thanking Dora Ide Donner for her gift of Ulysses to the Special Collections Department. Mr. Walsh was directed to prepare a resolution for President Coulter's approval.

VI. **Other Reports**

Friends of the Library: Jane Winslow reported that volunteers are working at the remote storage site at 15th and Lake Streets organizing materials which have been shipped to the site.

The premiere of Handmaid's Tale will be held Thursday, March 8 at the Kabuki Theater.

Friends are working on next year's budget and are prioritizing funding requests for programs.

Librarians Guild: Ruth Maginnis reminded commissioners that the library's supplemental contains funds for asbestos abatement in the main library and she urged commission support for funding. Mr. Dowlin said the Mayor has approved the supplemental and that it will be heard by the Finance Committee of the Board of Supervisors tomorrow at 2 p.m.

President Coulter asked Commissioners to inform the Secretary of which members of the Board of Supervisors they might feel comfortable talking to when issues such as this arise. He asked Mr. Walsh to compile a listing of commissioners as primary and secondary contacts to members of the Board.

VII. **Committee Reports**

Operations/Automation Committee: The next meeting of the Operations/Automation Committee will be held on March 13 at 5:00 p.m. in the Lurie Room.

Personnel Committee: It was moved by Commissioner Carlson and unanimously approved that Resolution #1517 be adopted. (Resolution #1517 attached.)

Finance Budget Committee: No report.

Public Relations Committee: No report.

Facilities Committee: No report.

VIII. **New Business**

It was moved by Commissioner Carlson and unanimously approved that the City Librarian is directed to prepare and submit a ballot argument on behalf of the Commission in support of June ballot proposition, a $332

million bond measure calling for public safety; construction and reconstruction of city buildings, seismic strengthening, asbestos abatement and access to the disabled. This measure includes funds for prescribed work at branch libraries.

IX. **Public Comment**

Ed W. Regan asked for additional branch hours, separate children's room, a pamphlets room at all branches and a branch in Diamond Heights.

President Coulter suggested that Mr. Reagan could review these concerns with Mr. Walsh and that a letter to Mayor Agnos supporting extension of branch hours in next year's budget request would be beneficial.

Susan Herbert, S.F. Independent, asked when the work will start for reattaching the main stacks. Russell Able, DPW architect, responded that bids are due on March 19; construction work could begin in April.

X. **Adjournment**

There being no further business to discuss, the March 6, 1990 regular commission meeting was adjourned at 6:10 p.m. The next regular meeting of the Library Commission will be held on Tuesday, April 3, 1990 at 4:30 p.m. in the Lurie Room.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1517

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF FEBRUARY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1990 be approved:

3602 Library Page, Part-Time

Borges, Jose
Davis, Clifford
Dockery, Tanya
Marcelo, Linda
Mitchell, Audra
Neubauer, Thomas
Peabody, Thomas
Robins, Jennifer
Shea, Patrick
Smits, Robert
Sullivan, Monique
Taylor, Lisa
Whitmer, Richard

3610, Library Assistant, Full-Time

Ha, Jerry

3630 Librarian I, Part-Time

Delgadillo, Isabel
Fan, Mark
Lee, Irene
Stevens, Shelley
Wampole, Eileen

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Wong, Wylie
Aldana, Anthony
Burgess, Timothy
Govorchin, Michael
Le, Anh
Richson, Van
Lee, Willie

1444 Secretary I, Full-Time

Robinson, Carmen

3630 Librarian I, Part-Time

Harrison, Edna

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City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
PUBLIC LIBRARY

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

[MINUTES]

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
APRIL 3, 1990

The regular meeting of the San Francisco Public Library Commission was held Tuesday, April 3, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 by President Coulter.

II. Roll Call

The following commissioners were noted present: Commissioners Carlson, Chin, Coulter, Kalil, Normandy and Romines. Commissioner Swig was excused.

III. President's Report

SFPL Compact: President Coulter distributed copies of a draft of the San Francisco Public Library Compact which could be used as a framework to create community vision and long-term goals for the library.

Major sections in this draft include an overview, the role of branch libraries, overview of the Civic Center library, Special Collections, special programs and services, SFPL support groups and services, funding implications and commitments, and Guardians of the Compact. The guardians of the Compact will be composed of those individuals and organizations who help compose the Compact and help implement the document over the long term. The guardians would buy into the long-term vision and be asked to support their part of the plan.

The idea of a compact was developed by the Boston School District and local business to attempt to match qualified graduates with jobs. President Coulter explained that this agreement worked extremely well during good economic times.

One response to the Compact has already been sent to President Coulter by a member of the Council of Neighborhood Libraries. He has asked that each council member meet with the neighborhood branch librarian to examine the role of the branch in relation to neighborhood needs and to compose a brief narrative addressing long range vision for the branch. Stakeholders for the main library will be asked for similar input.

President Coulter views the Strategic Plan as the staff implementation document which closely parallels the Compact. He sees the Compact as being the public document which can provide, in laymen's terms, the direction in which SFPL is headed.

Mr. Dowlin, City Librarian, suggested that the document might be called a Community Pact rather than a Compact for conceptual clarity by the public.

President Coulter asked that the Compact draft be reviewed by committee later this month.

Committee Structure: President Coulter explained that commissioners have expressed a desire to streamline committees. He reviewed various ideas submitted by individual commissioners for a two and a three committee system.

After discussion, it was moved by Commissioner Carlson and unanimously approved that the Commission By-Laws be amended to reflect the following committee structure:

Finance and Operations Committee: (Combines current Finance, Operations, Facilities and Personnel Committees)

- Budget/appropriation
- Capital improvements, including branch renovation and building of the new Main
- Maintenance and grounds
- Personnel
- Automation and system enhancement
- SFPL programs and services

Planning Committee (Combines current Public Relations Committee with functions not currently addressed)

- Long range planning, including San Francisco Public Library Compact
- Collection development
- Fundraising
- Public and community relations
- External agency Liaison

President coulter appointed the following commissioners to serve on the committees:

Finance and Operations Committee: Chair: Commissioner Carlson; Members: Commissioners Romines and Swig; Alternate: Commissioner Chin

Planning Committee: Chair: Commissioner Kalil; Members: Commissioners Chin and Normandy; Alternate: Commissioner Romines

Library for the Blind: President Coulter stated that Harriet Fielding, California Council of the Blind, has written a letter to him stating that the 31 members of the Golden Gate Chapter voted unanimously to fully support the move of the NLS Sub-Regional Library, presently housed in the Presidio Branch, to the new main library when completed in 1995.

One issue raised in the letter related to complete accessibility to the new building. President Coulter noted that a clear definition of "complete accessibility" needs to be established in order to meet the expectations of the blind community. He felt that the staff and Planning Committee should focus on issues such as this.

President Coulter said that last month he attended a meeting at Presidio Branch with the blind community. One comment made at this meeting suggested keeping some service for the blind at Presidio Branch when the new main library is completed.

Mr. Dowlin has prepared a cost estimate for continued operation of a program for the blind and print handicapped at Presidio Branch as well as in a main library department.

President Coulter felt that this type of information should be part of long range planning efforts in the SFPL Compact and he gave the cost estimates to the Planning Committee for further study.

Library Advisory Groups: President Coulter explained that the commission has never examined the role of various library advisory groups. He asked the Planning Committee to review what the uniform expectations might be for these various groups.

Daniel E. Koshland Civic Unity Award: President Coulter announced that John Philbrook, childrens librarian in Main Childrens Room, has been selected as a recipient of the 1990 Daniel E. Koshland Civic Unity Award, presented annually by the San Francisco Foundation. He said Mr. Philbrook should be commended for his good work.

Mr. Philbrook was selected for this award because of his devotion and dedication to the Tenderloin community. A check for $5,000 was also presented to him by the Foundation to donate to a charity or organization of his choice. Mr. Philbrook has chosen the Main Children's Room to be the recipient of this check.

President Coulter directed the Secretary to draft a congratulatory letter from the Commission to John Philbrook.

Board of Supervisors Contact List: President Coulter thanked commissioners for volunteering to serve as primary and secondary contacts to the Board of Supervisors. He asked Commissioners to start visiting with their assigned supervisors and to keep them informed about library affairs.

Mr. Dowlin and Marcia Schneider, Community Relations Librarian, are working on a statement detailing our current budget request. Copies will be supplied to commissioners for distribution to the appropriate Supervisors.

IV. City Librarian's Report

Summer Reading Program: Neil Parikh, Coordinator of Childrens Services, explained that the Summer Reading Program is designed to introduce children to the joy of reading. Major goals of the program are twofold: The library wants children to come to the library during the summer, and the library wants these children to read. Recent studies show that children who do not read during the summer lose 1 - 2 grades of reading skill. For over twenty years the public library has sponsored special summer reading incentive programs to encourage children and their families to read.

Summer Reading Program participation has increased fourfold since 1984 (1897 enrolled in 1984, 7335 enrolled in 1988). The 1989 program was greatly scaled down due to anticipated budget cuts and participation went down to 5484. Generally 65% to 68% of participants are SFUSD students. Each year over 50% of the participants complete the program by reading eight books.

In addition to the Summer Reading Program, each library presents special programs to encourage library use and summer reading participating. In addition, many libraries sponsor Kid Power Programs for young adolescents to help young children participate in Summer Reading. Three hundred children, ages 10-16, donated over five hours in Kid Power Programs last summer.

Children who have read four books receive a special summer reading program button. Children who read eight books receive a special prize. In 1988 the prize was two free passes to the San Francisco Zoo; in 1989 it was a kite.

Prizes have been donated by community agencies and funded through the Friends of the Library and Summer Youth Project grants. Special programming has been funded by the Friends of the Library.

Children's librarians visit each classroom promoting the summer reading program in San Francisco's public, private and parochial schools. Each child is given a special flyer announcing the event. Local media also advertise the program.

The 1990 program will be given in collaboration with the SFUSD. Since 1987, San Francisco Public Library and the San Francisco Unified School District have worked together to develop similar reading incentive programs. The schools encourage children to read four books during the summer and to visit their local library. Each year SFPL staff creates

a recommended reading list for the schools. To avoid confusion between the two programs, this year's program theme and materials will be the same at SFPL and SFUSD. SFPL has created and designed the booklist/reading record and posters to be distributed in schools and libraries.

President Coulter congratulated Ms. Parikh for her work on the program and thanked Nina Chou for her graphic designs for this year's flyer.

Branch Services in Southeast San Francisco: Hope Hayes, Chief of Branches, explained that services for children have been increased at the Reading Centers (Visitacion Valley, Ocean View, Ingleside, Portola) and Waden Branch. Last July one full-time Librarian II and two part-time Librarian I's were assigned to do extensive outreach, in-house programming, lap sits, school visits, etc. These librarians visited 137 various groups and reached 2,250 neighborhood children.

As an example of the positive effect this increase of staff has had on circulation, Mrs. Hayes noted that Ocean View Branch had a circulation of 637 items in March 1989; during March, 1990, the same facility circulated more than 3,000 items. Also, the children's collections at these libraries have been increased and are much more attractive.

Partnership for Change Grant - Mission Branch: Steve Cady, Mission Branch librarian, reported that since October, 1989, the Mission Branch Library has been involved in a grant funded by the California State Library. This grant was one of twenty intended to increase services to California's growing ethnic populations. The target population is primarily the Spanish-speaking community of the Mission District; but the staff is also developing small Chinese and Vietnamese language collections to serve those groups in the community.

The following are components of the grant and their status:

Personnel - A grant librarian, Barbara Meserve (Spanish/English bilingual) was hired for 30 hours a week. Another librarian, Isabel Delgadillo Romo (Spanish/English bilingual) was hired full time as a library assistant. A full time library assistant (Spanish/English bilingual) was hired for 10 hours. Jerry Ha (Vietnamese/English bilingual) was hired full time as a library assistant. A full time library assistant (Spanish/English bilingual) will be provided to the Catalog Department for the remainder of the grant to help catalog increased Spanish language book purchases.

Materials - $38,500 was allocated for books, periodicals, audiocassettes and videocassettes. Approximately 50% of these funds have been spent.

Equipment - Shelving has been ordered to allow moving the collection in order to increase visibility of the Spanish collection; three public

access computers have been ordered; and public access typewriters have yet to be ordered.

Outreach - The first open house was held on January 20 and focused on the Chinese New Year. Planned are an open house on May 12 to celebrate Cinco de Mayo and Carnaval and an open house in September with a poetry theme. Other successful programs have been a children's mural painting session on March 24 and a slide show/lecture on the Mission murals on March 28. Newsletters will be published monthly during the grant cycle. The newsletter has been sent to over 200 community organizations and schools. Staff is working individually with many of these groups, and the community coalition meets monthly. General advertising is planned. Mission Branch will have a booth at the three community street fairs: Cinco de mayo, Carnaval, and Festival de las Americas. A Spanish language story time for children 3 to 5 years of age is planned to start in May. A poetry contest focusing on the Hispanic experience is being planned.

Mr. Cady thanked all of the library departments which have helped in this endeavor: Order Department, Technical Services, Periodical Processing, OAS, OCS, Accounting, the Branch Room and many others.

LSCA Grant Proposals: Mr. Dowlin reported that the state has asked for preliminary letters of intent from SFPL for applying for LSCA grants. Proposals were sent for 1) microfilming the City directories, 2) music cataloging, 3) a joint venture with Recreation and Park Department for after school activities and 4) a statewide network coordinator. Funding currently seems possible for the first three proposals.

Update on New Main Library and Branch Renovations: Kathy Page, Chief of Facilities Development, reported that the third draft of the building program is expected on April 6. The Building Committee will review this document with Dick Waters and the architects on April 13.

Ms. Page reported that schematic design for the new main began on April 2. Target date for completing the design is set for early September.

The Art Commission is preparing a process to select artists to work with the architects for design and placement of art in the new building. Jim Freed of Pei, Cobb, Freed and Partners, has recommended to the artist selection panel of the Art Commission that the artists be selected quickly to enable them to play a role during the schematic design phase.

Mr. Dowlin suggested to commissioners that a balance will need to be established between the artists and their works and the concern for flexibility within the new building. Commissioner Kalil stated that she is concerned with who has control of overall design of the building versus artistic aspects. Kathy Page felt that this point needs further clarification. Commissioner Chin suggested that commissioners' concerns be relayed to the Art Commission.

Commissioner Romines asked who has the final decision on design of the new main. Mr. Dowlin responded that the Library Commission, Chief Administrative Officer through the City Architect, and Art Commission will approve final plans. The review process includes three cycles: 1) conceptual state with sketches, 2) schematic phase with full renderings and 3) final working drawings. By the end of the schematic phase in September, a 1/16 scale model will be ready for formal presentation.

Pioneer Monument Commissioner Chin asked if there have been discussions about relocating the Pioneer Monument. Ms. Page responded that there have been some discussions about this but nothing has been resolved on whether relocating of the monument will be pursued. She told commissioners that the architects are working on a design which would allow the monument to remain in place.

President Coulter stated that the building program addresses the needs of the building. If the Pioneer Monument was relocated there would be more space for the building to accommodate some of these needs. However, some people are concerned about the new main dwarfing the monument which may or may not mean that the present site is the most desirable location for it.

Mr. Dowlin suggested that site considerations for the new Main Library be scheduled for discussion at the April Finance and Operations Committee meeting and again at the May Commission meeting, so as to provide two opportunities for public discussion. President Coulter agreed and suggested that a discussion of the building program also be scheduled for the May meeting. Bureau of Architecture Program Manager Russ Abel advised that even one month's delay was problematic and recommended retaining the monument at its present site. President Coulter responded that if the Pioneer Monument were relocated there would be more space available to accommodate the Library's needs; in addition, many people are concerned that the near proximity of the five-story new Main will diminish the Monument. Commissioner Normandy asked if the preliminary designs now under way could allow for either contingency; Russ Able endorsed that idea. Discussion followed regarding which groups in the city should be alerted to this issue, and by whom.

Main Stack Repair: Russ Able, Bureau of Architecture, noted it will cost about $7 million to move the monument ($1 million) and expand the building ($6 million) on this portion of the Marshall Square site. It could add about 30,000 square feet to the building.

Russ Able reported that four bids have been received for reattaching the main stacks damaged during the October 17 earthquake. The contract amount is $18,400 and the contract is currently being certified. Work may begin in about seven weeks.

V. Other Reports

Friends of the Library: Jane Winslow, Director of Friends of the Library, reported that they have received some excellent suggestions from library administration for Friends funded projects for next year. Some will be able to be funded by the Friends while other projects may be suitable for corporate or foundation grants.

Librarians Guild: Ruth Maginnis explained that staff continue to be concerned with the asbestos problems in the main library. She noted that the problems are being addressed by the library administration but she wanted to remind commissioners of the staff concerns.

On behalf of the Guild, she also expressed appreciation to Mr. Walsh for his help and timeliness in keeping staff informed on asbestos issues and other safety matters.

Commissioner Carlson congratulated Guild members for their recent newsletter.

VI. Committee Reports

Operations/Automation Committee

Meeting Room Policy: Commissioner Chin asked Commissioners to send their comments on the current draft of the meeting room policy to the Secretary before the next committee review of the policy.

Approval of Policy on Language Diversity: It was moved by Commissioner Chin and unanimously approved that the Policy on Language Diversity as proposed by the Civil Service Commission be adopted. (Resolution #1519 attached.)

Personnel Committee: It was moved by Commissioner Carlson and unanimously approved that Resolution #1518 be adopted. (Resolution #1518 attached.)

Finance Budget Committee

Branch Renovation Projects: It was moved by Commissioner Carlson and unanimously approved that continued priorities for branch renovations using library bond funds are Sunset Branch (priority #3) and Chinatown Branch (priority #4).

Expenditure of Publication Fund: It was moved by Commissioner Carlson and unanimously approved that the Union List of Periodicals and Subject Catalog be published using funds available in the library's Publication Fund and that they be available for purchase at $35 per volume.

Past Usage of Park Branch Meeting Room: Commissioner Chin reported that Mr. Rick Faulconer, President of Haight Ashbury Community Center (HACC) has written to the commission and the group "gives up all claim to present or future use of the space" at the Park Branch meeting room for its HAPPY children's program.

President Coulter directed the Secretary to draft a letter to Mr. Faulconer accepting this decision and request that HACC be asked to remove their furniture and supplies at their earliest convenience.

VII. Public Comment

Steve McLaughlin, Computer Room, told Commissioners that the first section of flooring that connects the second floor (near the Computer Room) to the fourth stack level seems to slope slightly towards the center of the stacks. He felt that the stacks might have settled in the months following the October earthquake.

Library administration will look into this matter.

VIII. Adjournment

There being no further business to discuss, the April 3, 1990 regular commission meeting was adjourned at 7:00 p.m. The next regular meeting of the Library Commission will be held on Tuesday, May 1, 1990 at 4:30 p.m. in the Lurie Room.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1518

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF MARCH, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1990 be approved:

3602 Library Page, Part-Time

Cavalier, Doyle
Davis, Clifford
Lowery, Keith
Richard, Andrew
Hendricks, Carolyn
Hanson, Nora
Bourne, Mollie
While Bull, Melvin

3630 Librarian I, Part-Time

Jitodai, Sonoe

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Vinod, John
Shaw, Allyson
Wakugami, Osamu

RESOLUTION #1519

POLICY ON LANGUAGE DIVERSITY

The San Francisco Public Library Commission, at the request of the Civil Service Commission, hereby adopts the Policy on Language Diversity adopted by Civil Service at its meeting of November 6, 1989.

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City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
JUN 25 1990
PUBLIC LIBRARY

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

[MINUTES]

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SPECIAL MEETING
MAY 18, 1990

A special meeting of the San Francisco Public Library Commission was held on Friday, May 18, in the Lurie Room, Main Library.

I. The meeting was called to order at 3:35 p.m. by President Coulter.

II. On roll call the following Commissioners were noted present: Commissioners Carlson, Coulter, Kalil, Normandy and Romines. Commissioners Chin and Swig were excused.

III. **President's Report**

Special Meeting President Coulter explained that a special meeting was called because lack of a quorum had prevented the Commission from meeting on its regular date; staff had consequently advised that the resolutions and particularly the supplemental budget request would be undermined if they did not soon receive Commission approval.

Assistant to the Commission Secretary to the Commission Rich Walsh introduced Tim Williams, a librarian newly assigned to provide background information on matters submitted to the Commissioners for action. President Coulter explained that as an activist Commission, the Commissioners required additional support, particularly for Commission committee deliberations.

Assistant to the Commission Tim Williams is located in the City Librarian's office and may be reached by calling 558-4237.

IV. **Committee Reports**

Finance and Operations Committee Commissioner Carlson, Committee Chairman, reported that the committee last met on April 16th.

Meeting Room Policy In addition to the resolutions and supplemental budget request, the Committee deliberated the Library Meeting Room

Policy, which governs the use of Main and branch Library meeting rooms by non-Library groups. Commissioner Carlson reported that Deputy City Attorney Marian Morley had appeared before the Committee and had made suggestions for revisions and clarifying language. Staff will incorporate these suggestions into the present draft and then, before the Policy is considered again by the Committee, the draft will be circulated to the Council of Neighborhood Libraries and to regular meeting room users for their comments.

Microfilming City Directories Resolution #1521 authorizes the City Librarian to apply for, accept and expend up to $7,000 in Library Service and Construction Act (LSCA) funds in order to microfilm several San Francisco city directories; the Finance and Operations Committee recommended its approval. Staff explained that city directories are valuable for the record they provide of who lived in San Francisco, for how long, and where, and that the State Library wanted this information microfilmed so that it would not be imperiled by deterioration of the paper copies. The Periodical/Newspaper/Directory Room presently has San Francisco city directories for 1850 to date, with the years 1850 to 1934 on microfilm; the grant award would allow the library to microfilm its city directories for 1935 to 1982. Overall the grant award would provide a microfilm master to the State Library and two microfilm copies to S.F.P.L., one for the Directory Room and another for the San Francisco History Room; S.F.P.L. would retain its paper copies. Commissioner Carlson made a motion for approval, and Resolution #1521 was approved with no dissension.

Library Pals - After School Program Resolution #1522 authorizes the City Librarian to apply for, accept and expend up to $125,000 in LSCA funds in order to initiate "Library Pals - After School Programs" at three library sites. These programs would largely use volunteer staff to supervise after-school activities designed to improve children's awareness of Library resources. Initial sites chosen for the programs are the Main Children's Room, the Bayview/Anna E. Waden Branch and the Chinatown Branch. The funds requested would provide start-up materials and salaries for two staff positions; possibly one of these positions could develop into a Library Volunteer Coordinator, a position the Library has been trying without success to incorporate into its budget. Commissioner Carlson reported that his Committee recommended adoption of Resolution #1522 with two caveats: first, that staff ensure the program is appropriately coordinated with public and private schools; and second, that another Library site be considered alternatively to Chinatown Branch, where planned renovations might close the Branch for some period and thus interrupt the program. Acting City Librarian William Ramirez, on behalf of Children's Services Coordinator Neel Parikh, announced that the Recreation and Park Department is very committed and excited about this program, having offered about $25,000 of in-kind contributions to the effort; also

that in terms of the support this program has received so far, its chances for grant approval look promising. Commissioner Carlson made a motion for Commission approval, and Resolution #1522 was approved with no opposition.

Cataloging Popular Music Titles Resolution #1523 authorizes the City Librarian to apply for, accept and expend up to $24,000 in order to catalog 3,200 popular music titles in machine-readable format. S.F.P.L. possesses approximately 15,000 sheet music titles, many of them rare or unique. The Library is currently working under an LSCA grant to catalog 2,000 titles; the new grant is essentially a continuation of that current one. The recommendation of the Finance and Operations Committee was for approval. Reviewing LSCA for his fellow Commissioners, Commissioner Carlson explained that it was a federally funded but State Library-administered program for financing library services and construction, and that in most cases S.F.P.L. has applied for these funds after being invited by the State Library to do so. Chief of Technical Services Nancy Musser further explained that in administering LSCA funds, the State Library generally will identify subject areas to which state-wide access is inadequate or uneven; S.F.P.L. then surveys its relevant collection or services, reviews what other libraries have done or are currently doing in these areas, and then attempts to develop a proposal that will be well-targeted, beneficial to S.F.P.L. patrons, and a thoughtful component of a state-wide system of access. Commissioner Carlson made the motion for Commission approval, and Resolution #1523 was approved without opposition.

Video Catalog Resolution #1524 authorizes the City Librarian to expend funds available in the Publication Fund in order to publish the third volume, second supplement to the library's Video Catalog at a selling price of $5 per copy. The Committee had recommended approval. Commissioner Carlson made the motion for Commission approval, and Resolution #1524 was approved with no one opposing.

Supplemental for New Main Library Resolution #1525 authorizes the submission to the Mayor and Board of Supervisors of a supplemental budget request for the expenditure of up to $7,000,000 in 1988 Library Improvement Bond funds. The requested funds will pay for the financial fees resulting from the bond sale; architect, engineering and construction management fees for the new Main Library; an Environmental Impact Report; initial funding for the Public Art Program in the new Main; expanded work by the Building Program Consultant; and Department of Public Works oversight of the project. Commissioner Carlson reported that the Finance and Operations Committee reviewed, discussed and raised many questions regarding this request, and recommends its approval. Commissioner Carlson made a motion for Commission approval, and Resolution #1525 was approved with no opposition.

Commissioner Carlson announced that the next meeting of the Finance and Operations Committee would be Monday, May 21st, at 4:00 p.m.

Planning Committee Commissioner Kalil, Committee Chairwoman, reported that the Committee was currently considering the "Compact" and various ways to involve the branch librarians and community in it.

The next meeting of the Planning Committee would be held following the Special Meeting of the Commission.

V. **Public Comment**

Mr. Edward Benner expressed his concern that a lot of our most valuable city information, produced by our new management systems, is leaking out in the public as though this information was of no value. As a solution he proposed that, except for P.R. officers, release of information to the public, particularly electronic information of a technical nature that results from city-funded research, only be done in an organized way, probably through the library; in such an arrangement, the library would not pay to acquire this information but would collect modest fees.

Mr. Benner recommended that a closer look be taken at this situation by focusing on information which will be presented at the world conference on AIDS that will soon convene in San Francisco. At this event, he understood that while some of its information is going to be available to and through the Library, release of information from the conference will not be controlled by the Library, nor will the Library receive fees for handling any information, despite the city's commitment of money and personnel to the conference. He suggested that he take up his concerns with Commissioner Carlson's Committee on Monday, to see ways of ensuring that conference information is as available to San Francisco residents as it is to foreign countries and all the database entrepreneurs.

President Coulter responded that the issues raised were complex ones but that Commissioner Carlson had expressed an interest in looking at them. Commissioner Carlson added that, though it was too late to put these issues formally on the Committee agenda, the Committee members were certainly willing to take a look at them during their meeting on the following Monday.

In response to President Coulter's invitation for further public comment, Mr. Benner declared that the technology he hears discussed

in Commission meetings is five to ten years out-of-date in the computer field, for which he saw no reason. He stated that if he were a member of the Commission, his highest priority would be to establish a carefully selected "users group" that would keep the Commission up-to-date with the technology. President Coulter responded that it would be nice always to do whatever is state-of-the-art, but that sources cannot always be found to fund such efforts.

VI. Adjournment

There being no further business to discuss, nor public comment offered, the May 18, 1990 special meeting of the Library Commission was adjourned at 4:06 p.m. The next regular meeting of the Commission will be held Tuesday, June 5, 1990 at 4:30 p.m. in the Lurie Room of the Main Library.

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City and County of San Francisco
Public Library Commission

SEP 18 1990
PUBLIC LIBRARY

[MINUTES]

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JUNE 5, 1990

The regular meeting of the San Francisco Public Library Commission was held Tuesday, June 5, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 by President Coulter.

II. Roll Call

The following commissioners were noted present: Commissioners Coulter, Carlson (departed at 5:52 p.m.), Chin (arrived at 5:17 p.m.), Kalil, Normandy and Romines. Commissioner Swig was excused.

III. Approval of Minutes

The Commission approved the minutes of its meetings held on the following dates: November 7, 1989; November 21, 1989 (Special meeting); December 5, 1989; February 6, 1990; and March 6, 1990.

IV. President's Report

A. Update on the Pioneer Monument Site

President Coulter announced that the Visual Arts Committee of the Arts Commission had scheduled a public meeting on June 30th to hear testimony regarding the possible relocation of the Pioneer Monument from the southeast corner of the new Main Library building site. The meeting would be held in order to review the Monument's history and to consider the functional and aesthetic benefits which might derive from moving it. As an example of the issues likely to be examined by the Visual Arts Committee, President Coulter offered his concerns regarding how a four-story, gray granite sculpture will look against a five-story, probably gray granite building, as well as how the Monument can be adequately viewed if a taller building looms over half the sculpture's circumference.

Commissioner Carlson asked when, in the context of the new Main building design, the decision to move or retain the Monument must be reached. Although no definitive date was settled upon, the consensus

was that a decision must be reached soon; the longer the architects try to plan for both contingencies - moving or retaining the sculpture - the more costly it will be. Among the factors obscuring the date are the number of agencies which might have a degree of jurisdiction over the decision, for example the Landmarks Preservation Advisory Board and the Planning Commission, in addition to the Arts Commission; and the lack of either start or completion dates for the required Environmental Impact Report.

At the end of the discussion Commissioners Kalil and Normandy urged the widespread involvement of all concerned city agencies and the public in resolving this issue.

B. Update on the Public Art Program in the new Main Library

Chief of Facilities Development Kathy Page reported that since April, she had been attending meetings of the Artists Selection Panel, the members of which were appointed by the Visual Arts Committee and charged with identifying and selecting artists to collaborate with the architects to develop art for the new Main Library. The panel consists of five members; two Arts Commissioners, Library Commissioner Roselyne Swig, Russ Abel and Glen Hunt of the Bureau of Architecture and, as ex officio members, the new Main architects.

President Coulter interjected that Commissioner Swig was not an official representative of the Library Commission in this instance, but rather her appointment to this Panel had been based on her background in art and her prior service on the Arts Commission.

Continuing, Ms. Page explained that there were seven semi-finalist artists, all of whom would be interviewed by the Panel by June 22nd. The semi-finalists comprise local Bay Area artists, some nationally known and active, and one international artist. Ms. Page did not name the artists in case they had not been informed of their standing by the Arts Commission.

The finalists among these artists will work collaboratively with the new Main architects; that is, they will contribute to the design of a component of the building, such as an entry floor or a stairway, rather than creating a painting or sculpture for display.

The budget for art in the new Main also has not yet been finalized. While a city ordinance sets a maximum of two percent of construction costs, it is not clear whether the percentage is of just above-grade costs or of total costs; the Bureau of Architecture has asked the City Attorney to issue a clarifying opinion. Furthermore, the ordinance stipulates a maximum, which may or may not be reached. In discussions, a budget of $1 - 1.8 million has been suggested, but those figures are not definitive. While expenditure of the art budget can only be authorized by the Library Commission, President Coulter emphasized that he looked forward to working cooperatively with the Arts Commission on this matter. President Coulter also wished the record to note the great compliments paid by the Library architects to the staff of the Arts Commission and particularly to Public Art Program Director Jill Manton.

C. **Update on Commission - Main Library Department liaisons**

The Commissioners had undertaken to learn more about the Library system by liaising with different Branch Libraries and Main Departments. Because of a change in Commission membership and the reorganization of Main Departments, they reviewed their arrangement. In this context, a member of the public pointed out that the Library for the Blind and Print Handicapped did not appear among the assignments and suggested that it be included.

The revised list of Commission liaisons with Branches and Main Departments is attached.

D. **Ordinance (97-90-3) supporting neighborhood commission meetings**

In order to bring city government closer to the people it serves, the Mayor and the Board of Supervisors amended the Administrative Code to permit special commission meetings to be held in locations other than the regular meeting place. The Commissioners expressed their support for the ordinance and identified the Branch renovations, the Library Compact and the new Main as topics suitable for special neighborhood meetings in the future.

V. City Librarian's Report

A. **Update on FEMA earthquake assessment**

Assistant City Librarian Karen Cox reported that the Federal Emergency Management Agency had completed its initial assessment of the Library's earthquake damage. As regards structural damage to the Main Library, FEMA has agreed to reimburse the city for the following expenses: reconnecting the stacks to the structure; removing and replacing granite veneer; sandblasting granite; repointing masonry; replacing brick veneer; asbestos abatement; replacing broken glass floor panels; replacing natural gas line and other minor assorted repairs. As regards disruption to Library services and damages to its collection, FEMA has agreed to reimburse the city for the following expenses: rebinding among the general book collection; repairing affected rare books; replacing damaged equipment; paying staff costs for reconfiguring the Main Library; purchasing metal shelving for the circulating department (to replace borrowed shelving from Richmond Public Library); paying for the cost of off-site storage; and the cost of returning the collection from off-site storage.

Ms. Cox also reported that FEMA did not agree to reimburse the city for the following items: a computer system to inventory the reference collection; the cost of continued retrieval of materials from off-site storage; replacement costs for non-returned books and videos nor the remodeling of 45 Hyde Street. Ms. Cox informed the Commissioners that the Library had rebutted these decisions and hopes that they may be overturned at one of the four levels of review within FEMA.

President Coulter inquired whether, if FEMA does not agree to fund a new computer system, the state would do so, as it was one of three proposals submitted by Mayor Agnos for funding through the earthquake-relief sales tax. Ms. Cox explained that the Library has been in contact with the California Office of Emergency Services, which does deem the computer system to be within the scope of earthquake relief and which appears ready to fund it with state funds - if federal funding is unavailable from FEMA.

Commissioner Carlson inquired as to the status of the Main Library stack levels. City Librarian Kenneth Dowlin affirmed that a contract to reconnect the stack floors to the walls had been approved, and that a structural reassessment of the stacks had also been arranged. The reassessment, which Mr. Dowlin hoped would be completed by summer's end, will inspect the reconnective work and determine whether the stacks are as secure as before last October's earthquake. It is unlikely that the stack connections can be made stronger than before so long as it remain's FEMA's policy to pay only for restorations and not improvements, and so long as the city's budget for capital improvements remains tight. If the stack attachments will not be improved beyond what they were last October, then Mr. Dowlin does not wish to recommend that the public be allowed back in them.

B. Update on Fiscal Year 1990/91 budget

Karen Cox explained that the Library had submitted to the Mayor a maintenance budget together with a prioritized list of sixteen programs for funding at above last year's budget level. The Mayor's office disallowed all new funding with but two, partial exceptions: funding for an Executive Director for Project Read was allowed, as well as one month's operating costs for Municipal Reference - The San Francisco Connection. The latter funding was approved in order to avoid imposing lay-offs before any budget was finalized. The Mayor's office also cut the Library's book budget by $284,145 and its salary funds by $100,000.

Mr. Dowlin pointed out that the cut in the book budget exactly equalled the amount which the Supervisors had restored in their budget review last year. Ms. Cox explained that the cut in the salary fund will largely be offset by fringe benefit savings on vacant or part-time positions, though the lost funds still will necessitate leaving some positions vacant longer. She cautioned that this, combined with an already tight staffing situation as well as six upcoming retirements, may result in brief, intermittent Branch closings due to staff shortages. Ms. Cox also pointed out that either the book budget cut or the full year's funding for the San Francisco Connection could be restored by the Board of Supervisors and that the Friends of the San Francisco Public Library would be offering testimony toward that end before the Board's Finance Committee. Overall, Ms. Cox believed that the Mayor's office had treated the Library's budget proposal fairly, relative to other city departments.

Mr. Ed Regan of the public asked whether the book budget for each Branch Library was available, and he was assured that it was.

C. Introduction of Ed McBride, Automation Coordinator

Kathy Page introduced her new staff member. Mr. McBride will coordinate the Library's current automation activities as well as work closely with Ms. Page to design and implement a new automation network, a prototype or core of which may be installed prior to the opening of the new Main Library in 1995. Ms. Page declared that the Library had awaited the arrival of someone like Ed for quite some time and that everyone is delighted to have him here.

D. Update on the new Main Library building program and Branch Library renovations

Kathy Page explained that the "building program" is a written description of the various components and spaces which need to be incorporated into the new Main building and which will guide the architects' design. Each Commissioner had been provided a copy of the program for their review.

With the building program in place, design of the building is proceeding apace. Ms. Page announced that a conceptual design will be presented to the Library Building Committee on June 18th and that staff committees were being formed to review each floor design. The Floor Committees will eventually sub-divide and expand to become Space Committees to review the design of the various components to each floor.

Ms. Page also announced that she would be meeting with representatives of the Deaf and Hearing Impaired community on June 9th to obtain their comments and suggestions regarding the new Main Library. Ms. Page met earlier in the year with representatives of the Blind and Visually Impaired community, from which she gained several volunteers to serve on a Technical Advisory Committee to help identify and select print enhancement devices; she looked forward to as beneficial a meeting with the Deaf community. Commissioner Chin inquired whether a similar meeting with representatives of wheelchair-using patrons was planned, and Ms. Page stated that such a meeting will occur in the fall of this year.

Regarding branch library renovations, Ms. Page said that if all goes according to schedule, Park Branch will close for renovation around October, 1990, and Presidio Branch will close for renovation in about January, 1991. Presently, Chief of Branches Hope Hayes is working with the city's Real Estate Department to locate a temporary location for the Library for the Blind and Print Handicapped for the period that Presidio Branch is closed. In response to a question from a member of the public, President Coulter declared that it is the Commission's intention to maintain full services, including walk-in service, at any temporary location for Library for the Blind.

E. City of Refuge Ordinance (No. 375-89)

This ordinance, which the Mayor signed in October of 1989, affirms the status of the City and County of San Francisco as a City of Refuge. Under the ordinance, no department, agency, commission, officer or employee of the city shall use any City funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the city unless required by state or federal law.

Mr. Dowlin declared the Library's intention to comply with this law.

VI. Other Reports

A. The Friends of the San Francisco Public Library made no report, as Executive Director Jane Winslow was at the time presenting an appeal for increased Library funding to the Finance Committee of the Board of Supervisors.

B. Librarians Guild President Ruth Maginnis relayed a staff concern regarding staff and patron safety around the Main Library, and asked whether a letter which City Librarian Ken Dowlin had written the Mayor, relating the Library's concerns in this matter, had yet elicited a reply; Mr. Dowlin answered that it had not. President Coulter expressed appreciation for Ms. Maginnis' comments as he also had received complaints from members of the public regarding the situation. He recommended that the matter be reviewed by the Commission's Finance and Operations Committee at its next meeting, and he encouraged staff to come forward with ideas and suggestions.

VII. Committee Reports

A. Planning Committee (Commissioner Kalil, Chairwoman)

1. *Appointments to the Advisory Committee to the Gay/Lesbian Collection at Eureka Valley/Harvey Milk Memorial Branch*

Chief of Branches Hope Hayes had requested Commission confirmation of the current members of this advisory group. Commissioner Kalil so moved and the Commission unanimously approved the motion.

2. *Update on the San Francisco Compact*

Commissioner Kalil reported that her Committee was studying the Compact and ways to involve the community in it, as well as reviewing policies and plans pertaining to Library advisory groups.

B. Finance and Operations Committee (Commissioner Carlson, Chairman)

1. *Approval of Resolution #1520: NCS/Temporary Appointments*
   Commissioner Carlson made the motion to approve and the Commission unanimously agreed.

2. *Approval of Resolution #1526: Project Read*
   This resolution authorizes the City Librarian to apply for, accept and expend up to $24,000 in Library Services and Construction Act grant funds in order to enhance support services, including writing workshops, for Project Read students. Commissioner Carlson moved for approval and the Commission agreed with none opposed.

3. *Approval of Resolution #1527: Project Read*
   This resolution authorizes the City Librarian to apply for, accept and expend up to $24,000 in LSCA grant funds in order to enhance support services, including additional instruction, for Project Read tutors. Commissioner Carlson moved for approval and the Commission agreed with none opposed.

4. *Approval of Resolution #1528: Family Literacy*
   This resolution authorizes the City Librarian to apply for, accept and expend up to $33,000 in California state funds for a family literacy project. The Finance and Operations Committee had not considered this matter at its prior meeting and so had no recommendation to offer the full Commission; staff presented this measure instead.

   Adult Services Coordinator Anne Kincaid, speaking on behalf of Children's Services Coordinator Neel Parikh, explained that the Family Literacy project is complementary to the Project Read program. Through Family Literacy, parents enrolled in the Project Read program are introduced to techniques and books for reading aloud to their children, as well as methods for stimulating their child's verbal and reading skills, and are made a gift of some appropriate books. The Library has conducted a Family Literacy project for the previous two years.

   Commissioner Carlson made a motion for approval and the Commission agreed unanimously.

5. *Report on the Library's links to the upcoming Sixth International Conference on AIDS*
   Commissioner Carlson explained that at the last meeting of the Finance and Operations Committee, a member of the public had complained that information generated by or in the City and County of San Francisco was insufficiently available to local residents. As part of its response, the Committee had asked staff to determine whether the information featured at the upcoming AIDS Conference could be obtained and made available to Library users.

Information Services Department Head Rebecca McDuff reported that Conference organizers had already arranged for publication and distribution of the proceedings by a commercial publisher and that the Library would seek to obtain them through its usual acquisition procedures. Meanwhile, the Library has volunteered to help fulfill the information needs of the journalists who will be writing about the Conference.

VIII. New Business

President Coulter shared information on the Coalition for Freedom of Expression, a new group formed within the Bay Area arts community in response to the restrictions currently being considered on National Endowment for the Arts funding. Inasmuch as the Commission wishes First Amendment freedoms to be a cornerstone of the Library, he felt it was appropriate that S.F.P.L. consider joining this group and asked that staff look into it.

IX. Public Comment

Mr. Ed W. Regan requested that a room be set aside in the new Main Library for encyclopedias, exclusively.

X. Executive Session

Before the Commission adjourned into Executive Session to discuss the annual performance evaluations of the City Librarian and the Secretary to the Library Commission, Mr. James Chaffee of the public asked whether the Commission had solicited staff input to these evaluations; President Coulter responded that no such solicitation had been made, although he had received unsolicited comments in the course of his visits to Main Library Departments and to branch libraries. Commissioner Normandy moved that the Commission adjourn into Executive Session and the Commission did so.

Upon reconvening in public session, the Commission announced that the evaluations had not been completed and that they would meet in a special Executive Session on June 25th to complete their appraisals.

XI. Adjournment

There being no further business to discuss, the June 5, 1990 regular Commission Meeting was adjourned at 7:20 p.m. The next regular meeting of the Library Commission will be held on Tuesday, July 3, 1990 at 4:30 p.m. in the Lurie Room.

Timothy Williams

Timothy Williams,
Assistant to the Commission

RESOLUTION #1520

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTHS OF APRIL AND MAY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTHS OF APRIL AND MAY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the months of April and May, 1990 be approved:

APRIL

3602 Library Page, Part-Time
Cabrera, Mary
Cain, Herbert
Dunn, Jacquelyn
Eitzel, John
James, Aimee
Mau, Aidan
Reith, Kimi
Solorzano-Jr., Nelson

3610 Library Assistant
Pineda, Michael

3616 Library Technical Assistant I
Medina, Julio

8207 Building & Grounds Patrol Officer
Reverente, Bill

MAY

1244 Senior Personnel Analyst
Maquire, John

3602 Library Page, Part-Time
Cracchiolo, Margaret
Genera-Juarez, Elizabeth
Hembree, Janice
Jackson, Connie
Kanbara, Mitzi
McNair, Anthony
Oliveira, Selma
Pattugalan, John
Polak, John
Power, David
Power, John
Prosser, Dana
Quatannens, John
Ramil, Miller
Richerson, Kathleen
Schanbeck, Jamie
Strode, Catherine

1821 MIS Manager
McBride, George

3610 Library Assistant
Vallecillo, Janethe

3630 Librarian I, Part-Time
Hall, Mark

7344 Carpenter, As Needed
Burke, Carey

3602 Library Page, Full-Time
Owens, Dwayne

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

APRIL	MAY
3602 Library Page, Part-Time	3602 Library Page, Part-Time
Barnes, Sherri	Hanson, Nora
Chan, Portia	Robins, Jennifer
Chow, Lena	Wiggins, Gwendolyn
Miller, Jon	Neves, Cecilia
Nguyen, Mai	
Render, Anglean	
Rosenbluth, Amy	
Silva, Rigo	
Sullivan, Monique	
Vela, Mauricio	
Young, Burrell	

RESOLUTION #1526

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM FOR 1990-91.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1990-91, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $23,589 of Library Services and Construction Act VII funds for Student Support Services of Project Read through September, 1991, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1527

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM FOR 1990-91.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1990-91, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $20,413 of Library Services and Construction Act VII funds for Tutor Support Services of Project Read through September, 1991, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1528

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $33,000 AVAILABLE IN STATE FUNDS FOR FAMILIES FOR LITERACY PROGRAMS FOR FISCAL YEAR 1990-91.

WHEREAS, Studies show that illiteracy can be prevented and that family reading activities help prepare children to become readers, and

WHEREAS, The California State Library has invited libraries participating in the California Literacy Campaign to apply for state funds to develop programs to encourage and promote family participation in reading, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds through Project Read's Adult Literacy Program and sponsored a successful Family Literacy Program in 1988-90, and

WHEREAS, The Children's Services Program of the Library will work in coordination with Project Read on this project; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $33,000 in California state funds for state fiscal year 1990-91, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

COMMISSIONER-PUBLIC SERVICE DEPARTMENTS LIAISON ASSIGNMENTS

Commissioner Carlson
- Richmond Branch
- Presidio Branch
- Anza Branch
- Ocean View Reading Center
- Information Services Department
- Library for the Blind & Print Handicapped

Commissioner Chin
- Chinatown Branch
- Golden Gate Valley Reading Center
- Ingleside Reading Center
- Noe Valley Branch
- Art/Music/Recreation Department

Commissioner Coulter
- Sunset Branch
- Eureka Valley/Harvey Milk Memorial Branch
- Bernal Heights Branch
- Portola Reading Center
- Humanities Department

Commissioner Kalil
- Excelsior Branch
- Merced Branch
- Glen Park Branch
- Park Branch
- Circulating Library

Commissioner Normandy
- Mission Branch
- Western Addition Branch
- Anna E. Waden Branch
- Business/Science/Government Documents

Commissioner Romines
- West Portal Branch
- Parkside Branch
- Ortega Branch
- Potrero Branch
- Main Children's Room

Commissioner Swig
- Marina Branch
- North Beach Branch
- Visitacion Valley Reading Center
- San Francisco Room/Special Collections

SF
576
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6/25/90
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City and County of San Francisco
Public Library Commission

[MINUTES]

DOCUMENTS
SEP 18 1990
PUBLIC LIBRARY

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

CLOSED SESSION
JUNE 25, 1990

A closed or executive session of the San Francisco Public Library Commission was held at 4 pm on Monday, June 25, 1990 for the purpose of evaluating the performances of City Librarian Kenneth Dowlin and Secretary to the Library Commission Richard Walsh. The meeting was convened in the office of the City Librarian due to the unavailability of the Commission's regular meeting place. Present were Commissioners Coulter, Chin, Kalil, Normandy and Romines. Commissioners Carlson and Swig were excused.

Prior to adjourning into closed session, a member of the public, Mr. James Chaffee, posed two questions to the Commissioners. First, Mr. Chaffee asked what role would be accorded to employee union members and other staff in the course of the Commissioner's evaluations. Commissioner Romines explained that these groups had not been accorded a formal role in the evaluation process, but that the Commission was open to their comments at all times. Mr. Chaffee also inquired who would keep the minute-book for the closed session. President Coulter responded that he would do so. The Commission then adjourned into closed session.

The Commission reconvened in open session at 6:20 pm and President Coulter reported that the performance evaluations of the City Librarian and the Secretary to the Library Commission had been discussed but not completed. He also announced that the Commission would meet again in closed session, following their next regular meeting on July 3rd, in order to complete their appraisals. The floor was then opened to public comment.

Mr. James Chaffee provided some background to his concern regarding the evaluations. He related how last year Librarians Guild President Shelley Sorenson had requested staff input to these evaluations, and how the Commission had then agreed to utilize an announcement in "Personnel Notes" to solicit staff input. Mr. Chaffee then described some of the obstacles he had encountered in attempting to monitor the Commission's fulfillment of this agreement.

President Coulter responded that the Commission welcomed everyone's comments but would not conduct performance evaluations in public. Commissioner Romines added that all Commission meetings leading up to the evaluations are open to anyone and that public comment therein is always welcome.

The meeting adjourned at 6:40 pm.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 558-3031

DOCUMENTS DEPT.
SEP 24 1990
PUBLIC LIBRARY

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYN C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

[MINUTES]

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
JULY 3, 1990

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, July 3, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 by President Coulter.

II. Roll Call

The following commissioners were noted present: Commissioners Coulter, Carlson, Kalil, and Romines. Commissioners Chin, Normandy and Swig were excused.

III. Approval of Minutes

Commissioner Carlson made the motion for approval of the minutes of the January 2nd, 1990 and April 3rd, 1990 monthly Commission meetings and the May 18th, 1990 special Commission meeting. The motion was approved with none opposing.

IV. President's Report

Before proceeding with his report, Commission President Coulter commended the children's Summer Reading Program tie-in with KGO-TV and the San Francisco Giants. He also praised the formation of a Library team for the 1990 AIDS Walkathon as well as recent "Staff Bulletins."

A. Resolution concerning the Pioneer Monument

President Coulter recommended that the Commission forgo a resolution at this time and instead let the previous, 1985 Commission resolution, which advocated the Monument's relocation, continue to represent the Commission's position on the issue.

President Coulter also displayed some poster-size images of the plot of the old City Hall and the Monument site, a photo of the Monument as it appeared in front of the old City Hall, and a photo of the Monument as it stood on its site as originally configured.

Mr. William Dick of the public enquired whether it was true, as reported in the San Francisco Examiner of 7/2/90, that if the Pioneer Monument is not moved, then the new Main will be deprived of a four hundred seat auditorium and some space for children's services. Commissioner Carlson responded that the space occupied by the Pioneer Monument is needed in order to accommodate the number and size of functions that the building program identified as ideal components of the first floor; without the additional space, some of those components will have to be reduced or shifted elsewhere. Furthermore, he explained, the height of the Monument reduces the space available for the upper floors of the new Main and the weight of the sculpture presents problems and additional expense in excavating for space to add to the floor below ground. Commissioner Carlson suggested that the question is not whether we can design around the Monument but, rather, ought we? He declared that the Library Commission is concerned that designing around the Monument will diminish the new Main, while the Arts Commission seems concerned that the new Main will diminish the Monument.

Mr. Dick asserted that even without the additional space, there is sufficient room for a new Main Library on the remainder of Marshall Square. He referred to two previous studies, the Becker & Hayes/Omni report (1986) and the MBT report (1988), wherein a new Main Library had been proposed that in both instances featured a larger building than that currently in design and which retained the Monument at its present site. Mr. Dick allowed that the new Main would be a better building if it did incorporate the Monument site, but he questioned why nothing had been done toward that end until recently.

President Coulter responded that, despite the 1985 resolution advocating the relocation of the Monument, the present Commission and the new Main architects had intended, at the start of the design process, to retain the Monument where it is. As the design progressed, however, the limitations posed by the sculpture became evident, and the issue was reconsidered. The conclusion then was that, if the new Main Library is to be all that it can be - beautiful, grand, functional and meaningful to San Francisco - then for those reasons, as well as for the good of the Monument itself, the sculpture should be moved.

Commissioner Carlson added that he believed that at the time the earlier reports were issued, their authors simply hadn't thought through the Monument issue to an extent comparable to an actual design process. Nor had the issue been regarded from the perspective of the Monument: whether interposing a five-story building between the Monument and City Hall honored James Lick's bequest to place the sculpture "at the City Hall," or whether building an eighty foot high wall a few steps behind the Monument honored the sculptor's design.

Mr. Dick reiterated that he was convinced that the Pioneer Monument should be moved but that, nonetheless, there is sufficient room for the new Main Library without moving it; the inclusion of the auditorium or the size of the children's area are problems of design, not space.

B. Discussion of the Festival for Freedom of Expression and related First Amendment Issues

President Coulter explained that, with censorship becoming an issue in many parts of the country, he felt it incumbent upon a library to be in the vanguard of defense for freedom of speech. City Librarian Kenneth Dowlin agreed and identified the Office of Adult Services as the Library's focal point on this issue.

O.A.S. Senior Librarian Anne Roughton, speaking on behalf of Adult Services Coordinator Anne Kincaid, reported that the Library has, thanks to money provided by the Friends of the Library, become a supporting member of the Coalition for Freedom of Expression and that Ms. Kincaid would serve as the Library's liaison to the group; O.A.S. also had distributed Festival posters and flyers to all Branch Libraries and Main Subject Departments. She also reported that the Coalition spokesman was delighted with the Library's interest and had asked if an official statement of support might be issued.

President Coulter requested that a draft statement be prepared for consideration by the Commissioners at their August meeting.

Due to an oversight, a **report from the Advisory Committee for the Library for the Blind and Print Handicapped** had been omitted from the agenda. President Coulter invited that report to be presented within the context of his own report.

Advisory Committee President Susan Sobel-Feldman explained that the Library for the Blind and Print Handicapped is not "a" Branch Library but rather, for its 1500 patrons, over 50% of whom are seniors, it is "the" Branch Library, the only source for their reading material. She reported that those patrons are deeply concerned that 3500 volumes have been rendered inaccessible in the aftermath of the facility's recent, short-lived relocation to Park Branch. Now that the Branch is to be relocated again while Presidio Branch, with which it shares quarters, is renovated, Library for the Blind patrons are concerned that more titles will become inaccessible. For instance, Ms. Sobel-Feldman pointed out that a temporary location currently under consideration, space within the Lighthouse for the Blind and Visually Impaired, was too small to accommodate one-third to one-half of the Branch collection; she also pointed out that to obtain titles not in the Branch collection, Library for the Blind patrons might have to wait as long as two months to secure a title from the next nearest collection in Sacramento. She asked whether locations other than the Lighthouse were being considered.

Chief of Branches Hope Hayes responded that the Lighthouse space had not been settled upon and that the search for appropriate space was continuing. She described the space sought as comprising 3800 square feet, which will accommodate all of the collection, as being wheelchair-accessible and in as convenient a location as the Presidio Branch. In addition to utilizing the city's Real Estate Department, she planned to seek space via an appeal in the Friend's publication, "At the Public Library." Ms. Hayes also explained that Library for the Blind staff

were working to re-accession the 3500 volumes and make them again available to patrons.

President Coulter added that the Library for the Blind is an important service and its patrons an important group, and the Library intended to do right by them.

V. City Librarian's Report

A. Due to time constraints, **staff reports on the annual convention of the American Library Association** were omitted.

B. Update on the Library budget

Assistant City Librarian Karen Cox reported that, although no final budget had been passed, it appeared that this year's materials budget (i.e., funds for new books, including McNaughton's, and periodicals) would be cut by 19% from last year, or $1,512,000 in Fiscal Year 1990/91 versus $1,870,000 in FY 1989-90. She suggested that the matter be referred to the Commission's Finance and Operations Committee at its next meeting, by which time the city budget might be finalized and the Administration might have delineated some coping strategy.

Karen Cox made **a request for expenditure from the Publication Fund** totalling $5,000 for the purpose of printing the Library's Annual Report. Commissioner Carlson made a motion for approval which was passed with no one opposing.

C. Update on the Library building program, including a recent meeting with representatives of the Deaf and Hearing Impaired Community

Chief of Facilities Development Kathy Page reported that over thirty people - including current Library patrons, teachers of the Deaf, families, Hearing Impaired individuals of all ages and two interpreters - met with her to discuss their needs and concerns regarding the space allotted to Deaf Services in the new Main Library as well as how a sensitivity to Deaf needs could be built into the new building as a whole. She believed the meeting had been very successful, and she learned, for example, how small, round tables improved sign language communication among seated Deaf patrons; how back-lighting, which casts the front of a speaker in shadow or silhouette, is detrimental to signed communication; and how meeting rooms need to be designed with good sight lines and raised areas so that sign language interpreters may be seen. At the meeting was a Deaf individual who's an architectural designer and consultant and who volunteered as an ad hoc consultant to the new Main architect. Ms. Page also reported that the meeting served to publicize the Library's existing services to the Deaf, such as closed caption videos and American Sign Language instructional materials.

Regarding the new Main Library, Ms. Page explained that the building program provides the architects with predictions of the Library's need

for space through the year 2010; she added that while twenty years is the standard time frame for library building programs, S.F.P.L. will likely occupy the new Main for longer than that, and the building is being designed with that also in mind. The new Main Library will contain shelf space sufficient for 1.2 million volumes (a 50% increase over the present), as many as 7,500 periodical subscriptions, and over 2 million documents. In 1995, approximately 75% of these holdings will fit on conventional public shelving; in 2010, 50%. The new Main will also contain over 1,700 patron seats, a more than five-fold increase over the 350 or so seats presently available.

The building program also identifies those services which are most important for patrons to see upon entering. In order that patrons see books as soon as possible, a large browsing collection of more than 15,000 volumes will be located on the first floor. Other services assigned ground floor locations are checkout and return, children's services, Deaf services, Project Read, Friends of the Library and first-stop reference. Ms. Page emphasized that it is especially important that librarians be available to patrons upong entering the building, rather than patrons having to first circumnavigate long stairways and halls, as at present.

Ms. Page further explained that floors 2, 3 and 4 will contain the majority of the book collection, reference services, and eight small (50 sq. ft.) study rooms each; she added that the rooms would be designed to be easily surveilled, to prevent their becoming "lurking places." Periodical backfiles will be centralized on the third floor.

The new Main will comprise seven floors in all, five floors above grade and two below. Ms. Page announced that the architectural design team has set meetings with each staff Floor Committee in order to block out the major elements of each floor.

Ken Dowlin added that the architects were well underway in designing a building that responded to the needs of the building program, that cost would be the next major question to tackle, and that the conceptual design should be unveiled in September.

D. Staff report on the Sixth International AIDS Conference

Mr. Dowlin introduced the report by explaining that the San Francisco Connection, which had been integral to the Library's participation in the Conference, was not likely to be funded in the upcoming fiscal year. The Connection had been funded through an LSCA grant, but that funding expired October 1, 1989; subsequently, the Mayor's office helped secure a supplemental appropriation to fund the service through the end of the 1989/90 fiscal year Currently, funds exist to support the Connection only through one more month, July. Mr. Dowlin commended the Connection staff and all others who volunteered to participate in the Conference. He said they'd done a magnificent job of putting together an information center for the press at the conference. He felt the Conference had presented a tremendous learning experience

for Library staff as well as an opportunity to demonstrate what the Library could accomplish on an ongoing basis if funding were available.

The Conference report was presented by San Francisco Connection Head Librarian Inez Cohen and Documents Librarian Carol Coon. They related that planning for the Library's participation in the Conference had begun in December of last year, and that in consultation with Conference planners the concept of providing computer-assisted reference service to journalists had evolved. Conference planners agreed to provide phonelines, electrical wiring, security for Library equipment and publicity. The Library arranged for the donation of selected online database and CDROM products and recruited fifteen volunteers to staff the service. Subsequently, staff provided reference services from 9 am to 5 pm, Thursday through Saturday; a total of seventy-five searches were performed and about 750 pages of information were generated.

Mr. Edward Benner of the public, who had attended the Conference, expressed appreciation for the information that Library staff had provided him there, but he reiterated his belief that if the San Francisco Connection were properly designed, then its services would pay for themselves and create additional revenue for the Library. President Coulter responded that the issue of library fees is complex and constitutes a direction in which the Library is not yet ready to move; free access to information is still the essence of S.F.P.L.

E. Recommendation for approval of resolutions commending six retiring staff members

Commissioner Carlson moved for approval of all resolutions and the Commission concurred with none opposing. Those retiring are: John Fetros, Gladys Hansen, Gloria Landon, Katherine Morehouse, Anne Posluch and Ruth Stevenson.

Mr. Dowlin concluded his report by introducing volume 1, number 1 of "Partners for Business," a publication of the Business, Science and Documents Department designed to advertise the Library's services to the business community. Mr. Dowlin commended Department Head Dolores Gater and her staff for their work and the Friends for their financial assistance in producing the newsletter. The Commissioners seconded his compliments.

Mr. Dowlin also announced that the Library's softball team had placed fourth in a recent tournament among twelve city agencies.

VI. Other Reports

A. Friends of the Library

Executive Director Jane Winslow reported that the Friends were beginning to contact potential contributors to a new bookmobile for the Library. She requested that the Commission formally express their intention to receive, maintain and guarantee a new Main parking space for the vehicle. Commissioner Carlson inquired as to the anticipated

maintenance cost and was assured by Mr. Dowlin that it could only be less than at present, as the existing bookmobile is so old that replacement parts must be custom-built for it.

B. Librarians' Guild

President Ruth Maginnis reported that the Guild had written to Mayor Agnos to express concern over the lack of security outside the Main Library; at the time of her report, the Guild had not received a reply, nor had any improvement been effected.

Ms. Maginnis also reported that the Guild had been meeting weekly with members of the Library Administration to negotiate a Memorandum of Understanding.

VII. Committee Reports

A. Planning Committee (Commissioner Kalil, Chair)

Commissioner Kalil reported that she would be consulting with Library staff to develop a clear sense of the direction in which to proceed on the S.F.P.L. Compact and Library advisory groups.

B. Finance and Operations Committee (Commissioner Carlson, Chair)

Commissioner Carlson made the motion for approval of Resolution #1529, approving non-Civil Service appointments which was passed with none opposed.

Commissioner Carlson also reported on security concerns at Ocean View Reading Center. He explained that over the last several months there has been a marked increase in drug-related activity outside the Reading Center. Together with representatives of the Library staff and of the Friends, he discussed the problem at a meeting with the OMI (i.e., Ocean View - Merced Heights - Ingleside) Mayors Task Force at the Ocean View Playground Recreation Center on June 26th. Among the possible solutions discussed, moving the Center to new rental quarters was rejected by the Task Force, which preferred instead to move the drug activity from the site. A second meeting to discuss cooperative strategy among the neighborhood, police and Library was scheduled for July 17th at Ocean View Reading Center.

Ms. Lola Gordon of the Ocean View neighborhood reaffirmed the community's desire to retain the Reading Center at its present site. She related how the neighborhood, with the help of the police and with anonymous drug tip forms, had moved drug-related activity out of the housing project at Head and Randolph Streets. Ms. Gordon explained that the neighborhood wished to do the same at the Reading Center, and asked that the Commission support efforts to take back the Center for the neighborhood. President Coulter and Commissioner Carlson assured her that the Library would do whatever it could to help.

VIII. Closed Session

When no New Business nor Public Comment was offered, Commissioner Carlson made the motion, which none opposed, to adjourn into closed session for the purpose of evaluating the Secretary to the Library Commission and the City Librarian.

Upon reconvening in open session, President Coulter reported that the evaluation of the Secretary had been completed but not that of the City Librarian. The Commission scheduled a closed session on July 11th, at 4 pm, for the purpose of evaluating the City Librarian.

Commissioner Carlson made the motion for final adjournment which was unanimously passed.

Timothy Williams

Timothy Williams,
Assistant to the Commission

RESOLUTION #1529

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JUNE, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1990 be approved:

3602 Library Page, Part-Time

Cerri, Marc
Clark, Danielle
Cohen, Sara
Deering, Ana
Fan, Ernest
Fenno, Jonathan
Padilla, Elaine
Palma, Mauricio
White, Randi

3610 Library Assistant, Part-Time

Kornhauser, Yukako

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Borges, Jose
Lew, Shirley
Mitchell, Audra
Polak, John
Tam, Nelly

3630 Librarian I, Part-Time

Stevens, Shelly

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City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
OCT 1 1990
SAN FRANCISCO
PUBLIC LIBRARY

[MINUTES]

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYN C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
AUGUST 7, 1990

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, August 7, 1990 in the Lurie Room, Main Library.

I. **Call to Order**

The meeting was called to order at 4:35 by President Coulter.

II. **Roll Call**

The following Commissioners were noted present: Commissioners Coulter, Carlson, Kalil, Normandy and Romines. Commissioners Chin and Swig were excused.

III. **President's Report**

President Coulter distributed to his fellow Commissioners a copy of a new draft of the San Francisco Public Library Compact. This draft incorporates the three Branch Library visions received so far and adds emphasis to the special collections in the Branches in addition to those in the Main Library. He asked if the Library could form a "California Environmental Issues Collection" from its existing print, film and video resources. City Librarian Ken Dowlin replied that such a collection would be difficult to create in the context of a manual card catalog but that it would be possible when the Library has converted to an online catalog system. Since the Library should have an online catalog within five years, President Coulter proposed to begin soliciting support for the collection.

Former Commissioner Marjorie Stern suggested that the Library work cooperatively with environmental groups in the city which possess their own special collections.

IV. City Librarian's Report

A. Update on Fiscal Year 1990/91 budget

Mr. Dowlin explained that the budget as adopted by the Board of Supervisors essentially requires reductions of 20% in allocations for travel, training and membership. Because the Library's budget includes no travel and only nominal training funds, its money for memberships will be severely affected. Mr. Dowlin was particularly concerned over possibly having to drop the Library's membership in the Bay Area Library and Information System (BALIS); if S.F.P.L. were no longer part of that or any other regional consortium, then the Library might no longer receive state compensation for loans to patrons from outside the city, and S.F.P.L. could conceivably lose Public Library Foundation funds totaling $700,000. He said that the Library is negotiating this point with the Mayor's office.

A second major budget reduction, as related by Mr. Dowlin, was a 0.7% cut in salary funds. He explained that this takes a second $100,000 from the Library's personnel budget and that the Administration is currently working on strategies to cope with that cut.

Mr. Dowlin reported that a third major reduction will result from state budget cuts which will deprive the city of an estimated $20 million, or approximately 2% of the municipal budget. It is not known whether the city will implement that reduction across-the-board or by some other formulation; a 2% cut to the Library's budget would total about $400,000, Mr. Dowlin said.

B. Mr. Dowlin reported that an **all-day administrative planning session on 8/2/90** was held to review the Strategic and Management Plans and to develop priorities and programs for FY 1990/91 and FY 1991/92.

C. In an **update on the new Main Library design**, Mr. Dowlin reported that the conceptual design was on schedule, relatively well-completed and on budget, and that the design should be presented to the Library Commission in mid-September.

D. Update on the temporary location of the Library for the Blind and Print Handicapped

Chief of Branches Hope Hayes reported that the city Real Estate Office is currently reviewing a list of possible sites that was compiled by Library for the Blind Librarian Martha Heverly from patron referrals. Ms. Hayes explained that so far site costs were a problem; the Library for the Blind requires 3500 sq. ft. for twelve months, and with rental space averaging $1/sq. ft., the annual total would equal $42,000. Ms. Hayes explained that a second problem is the relatively short time left in which to settle upon a temporary site; she had hoped to have the service relocated by the end of November.

Ms. Hayes summarized the space needs of the Library for the Blind as totalling 3500 sq. ft. or more, including wheelchair accessibility to service areas and restrooms; a secure office for computer equipment; electrical circuitry capable of supporting the computerized circulation system as well as strong interior lighting; easy transit connections, featuring wheelchair accessible buses, in addition to handicapped parking; relatively level terrain and a low crime neighborhood. So far, she said, staff solicitations for space from corporations and foundations have not yet been fruitful. Commissioners discussed utilizing a portable building but dismissed it as impractical, given the cost of providing foundation, plumbing, electricity and security for it.

The President of the Advisory Committee for the Library for the Blind and Print Handicapped, Ms. Susan Sobel-Feldman, requested that the Committee be kept apprised of any progress in the search for a temporary site.

Commissioner Carlson enquired of Ms. Hayes whether she had any developments to report regarding the drug activities which had been plaguing the **Ocean View Reading Center.** Ms. Hayes replied that there had been no improvement, but that the Ocean View-Merced Heights-Ingleside (OMI) Neighbors in Action were trying to organize a neighborhood patrol for the block where the Reading Center is located.

E. Resolution #1531 opposing the anti-obscenity pledge requirement of the National Endowment for the Arts

Mr. Dowlin explained that the resolution was drafted as part of the Library's efforts to become more involved in intellectual freedom issues. He added that the Office of Adult Services will serve as the Library's clearinghouse for such issues.

Adult Services Coordinator Anne Kincaid explained that the resolution was based on a similar one adopted by the American Library Association; a copy of that declaration was provided to each Commissioner, as well as a copy of the ALA's "Library Bill of Rights" and "Freedom to Read" statement. She added that the San Francisco/Bay Area Coalition for the Freedom of Expression wished to include the S.F.P.L. resolution among its materials for the press.

Commissioner Kalil asked to see a copy of the "anti-obscenity" pledge before voting on the resolution. Ms. Kincaid provided a copy of the controversial text, which reads as follows:

> *"None of the funds authorized to be appropriated for the National Endowment for the Arts ... may be used to promote, disseminate, or produce materials which in the judgment of the National Endowment for the Arts ... may be considered obscene, including but not limited to, depictions of sadomasochism, homoeroticism, the sexual exploitation of children, or individuals engaged in sex acts and which, when*

taken as a whole, do not have serious literary, artistic, political or scientific value."

Ms. Kincaid illustrated the Library's involvement in this issue by relating how she had already received calls from patrons enquiring whether the Library would purchase art books which featured the work of artists who had been denied an NEA grant.

Commissioner Carlson moved for approval of resolution #1531 and the measure was passed with none opposed. Commissioner Carlson recommended that in addition to the Coalition, copies of the resolution be sent to California Senators Cransten and Wilson, local Representatives Boxer and Pelosi, and Rep. Jamie L. Whitten (D-Miss.), Chairman of the Standing Committee on Appropriations.

Mr. Edward Benner of the public expressed support for the resolution, but criticized the Library Bill of Rights and the Freedom to Read statement as out-dated and confused. He claimed that Library patrons have insufficient access to the minutes of public meetings, resulting in misappropriations and corruption. President Coulter asked that he reiterate his concern in the Public Comment segment of the meeting.

Mr. Dowlin concluded his report by introducing temporary Special Collections Department Head Nancy Nee. President Coulter extended the Commission's welcome and expressed his hope to see great things happen in the department.

V. **Other Reports - None**

VI. **Committee Reports**

A. **Finance and Operations Committee (Commissioner Carlson, Chair)**

1. Commissioner Carlson moved and all approved *Resolution #1530, Non-Civil Service Temporary Assignments and Resignations.*

2. *Request for expenditure from Fuhrman Fund*
Commissioner Carlson explained that because of the significant reductions in the Library budget, staff had requested expenditure from the Fuhrman Fund; by using the Fund to purchase materials in its stipulated fields - business, economics and political science - the Library can use its appropriated budget to buy more materials in other fields.

Due to the revenue lost to the city from state budget cuts, Commissioner Carlson said the expenditure from the Fund had become even more critical. Consequently, he had requested that staff obtain an updated assessment of that part of the Fuhrman bequest which comprises land, in case that had risen in value since its last, low assessment in 1977.

Commissioner Carlson said he expected to make a recommendation on expenditure from the Fund at the next Commission Meeting.

3. In an *update on the LSCA grant application for Library After-School Activities (Resolution #1522)*, Commissioner Carlson reported that full funding for this project may not be awarded, in which case the Library will have to decline the partial grant.

4. *Resolution #1532*, "*Partnership for Change*," authorizes the application for and acceptance of up to $135,000 in Library Services and Construction Act funds. Commissioner Carlson explained that this project attempts to acquaint recent immigrants to the city with Library services; the project is currently in its first year at Mission Branch. He moved and all approved the resolution.

5. Commissioner Carlson explained that *Resolution #1533, declaring the Commission's intent to receive, recommend acceptance and administer a new bookmobile when donated by the Friends of the Library*, was requested by the Friends for presentation to potential donors. Mr. Dowlin added that when a gift is valued at $5,000 or more, the Commission may receive and administer it, but only the Board of Supervisors may accept it. Commissioner Carlson moved for approval, which was given with none opposing.

President Coulter commended the Friends and the Library Foundation for their cooperative and non-duplicative approach to fundraising.

VII. New Business - None

VIII. Public Comment

Mr. Edward Benner of the public said that he perceived no clear process by which concerns, voiced by the public and considered of sufficient weight by the Commission, are referred to a Commission committee. Consequently, he asked that two of his concerns be referred to committee: 1) the matter of the Commission's responsibility to the public process in making available to everyone the information from local government meetings; and 2) the matter of updating the Library Bill of Rights and the Freedom to Read statement.

When queried by the Commissioners, Mr. Benner declined to provide an example of a public concern which had not been referred to committee but instead reiterated his request for referral of his current concerns. Commissioner Kalil opined that the issue of dissiminating information from public meetings should be presented to the Board of Supervisors rather than the Library Commission; Mr. Benner responded that the Commission has a duty to start work on the issue "from the other end

up." The Library is essential, he said, to the public's ability to be informed on and participate in local government decision-making, and S.F.P.L. has failed in that regard for decades. He also declared that the Library Bill of Rights and the Freedom to Read statement were essentially connected with the dissemination of local government information.

Subsequently, the Commissioners referred to their Planning Committee the matter of reviewing the Library Bill of Rights and the Freedom to Read statement and revising them so that they relate specifically to the San Francisco Public Library system.

Mr. William Dick of the public asked for news regarding the possible relocation of the Pioneer Monument from the southeast corner of the new Main Library building site. Mr. Dowlin informed him that, for now, the architects have been directed by Chief Administrative Officer Rudy Nothenberg to design the new Main as if the sculpture were going to remain on the site. On the other hand, in a joint meeting the day before, the Civic Design Review and the Visual Arts Committees of the Arts Commission passed a resolution which recommended that the Environmental Impact Report consider four alternate relocations for the Monument.

Mr. Dick asked how much it will cost to relocate the sculpture, and Mr. Dowlin replied that it has been estimated to cost $175,000. Mr. Dick claimed that figure was too low, that a previous estimate had been $750,000. President Coulter responded that the lower figure was the detailed estimate of O'Brien-Krietzberg and Associates, Inc., a professional cost estimating firm hired by the city; the previous, higher estimate was not detailed and, according to the firm that produced it, was based on all the worst-case scenarios. President Coulter reaffirmed the Commission's opinion that the Pioneer Monument would be better honored if it were moved to a different location.

Mr. Dick pointed out that the new Main Library bonds were approved with the understanding that the Monument would not be disturbed, and that two studies since 1985 had each concluded that the building site could accommodate both the new Main and the Monument. He also asserted that the architects had not argued for moving the sculpture. President Coulter replied that the architects have declared their desire to see the Monument moved, most notably at a meeting of the Arts Commission's Visual Arts Committee, held June 26th; that meeting, he pointed out, had been announced at the Library Commission meeting on June 5th. Mr. Dowlin added that the new Main Library building design would be presented to the Commission at a public meeting in September, and that public concerns could also be addressed at that time.

There being no further Public Comment, the Commissioners adjourned into Closed Session for the purpose of evaluating the performances of the Secretary to the Library Commission and of the City Librarian.

IX. Adjournment

Upon reconvening after **Closed Session**, President Coulter reported that the Commission had completed its evaluations.

The Commission adjourned at 7:15 p.m. upon a motion by Commissioner Carlson and its unanimous approval. The next regular meeting of the Library Commission will be held on Tuesday, September 4, at 4:30 p.m. in the Lurie Room.

Timothy Williams

Timothy Williams,
Assistant to the Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1530

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JULY, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JULY, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1990 be approved:

3602 Library Page, Part-Time

Chan, Patrick
Chung, Kenny
Im, Romonyvuth
Morales, Gioconda

3610 Library Assistant, Part-Time

MacLachlan, Rachel
Sutton, Joann
Zea, Erik

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Castillo, B.
Fontana, Gretchen
Lam, Judy
Perlstein, David
Taylor, Lisa
Zapata, Edgard

3602 Library Page, Full-Time

Zhou, Liming

7355 Truck Driver, Part-Time

Oldham, Troy

RESOLUTION #1531

OPPOSING THE ANTI-OBSCENITY PLEDGE REQUIREMENT OF THE NATIONAL ENDOWMENT FOR THE ARTS.

WHEREAS, The San Francisco Public Library is dedicated to preserving the First Amendment rights of all Americans; and

WHEREAS, The San Francisco Public Library is enjoined by the American Library Association's Library Bill of Rights to "challenge censorship" and to "cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas"; and

WHEREAS, The United States Congress adopted a set of instructions for the National Endowment for the Arts and the National Endowment for the Humanities under the Helms Amendment in July of 1989 which mandates the exclusion of grant

funds to promote, disseminate or produce materials that "may be considered obscene"; and

WHEREAS, The National Endowment for the Arts now requires grant applicants to sign an "anti-obscerity" pledge; and

WHEREAS, The pledge constitutes a form of prior restraint that is antithetical to American traditions and constitutional rights; and

WHEREAS. The pledge is unconstitutionally vague and goes beyond the Supreme Court definition of obscenity; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission urges the United States Congress and the National Endowment for the Arts to eliminate this requirement for an anti-obscenity pledge; and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission joins with other members of the San Francisco/Bay Area Coalition for Freedom of Expression, as well as the American Library Association, in reaffirming its commitment to the support of First Amendment rights.

RESOLUTION #1532

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $135,000 AVAILABLE FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR 1990/91.

WHEREAS, The California State Library has available Federal Library Services and Construction Act funds for the extension and improvement of Community Library Services through the Partnerships for Change Grants Program, and

WHEREAS, The San Francisco Public Library is eligible and has been encouraged to apply for funds to continue improving library services for ethnic minorities at the Mission Branch during the 1990/91 Fiscal Year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $135,000 of Library Services and Construction Act funds for the improvement and expansion of library service to ethnic minorities at Mission Branch; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1533

DECLARING THE INTENTION OF THE LIBRARY COMMISSION TO RECEIVE A NEW BOOKMOBILE WHEN DONATED BY THE FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY.

WHEREAS, The San Francisco Public Library is committed to providing access to books and other Library materials to senior groups throughout San Francisco, and

WHEREAS, A bookmobile has proven over many years to be an effective means of providing that access at as many as thirty senior housing and recreation facilities, and

WHEREAS, The current bookmobile, the Library on Wheels, is a 1970 model now twenty years old and subject to frequent breakdowns, a scarcity of replacement parts, and costly and lengthy repairs, and

WHEREAS, Library service to senior groups has been gravely disrupted as a consequence of the present bookmobile's decrepitude, and

WHEREAS, A number of branches will be temporarily closing for renovations, the bookmobile will be used to supplement service in those locations; now, therefore, be it

RESOLVED, That the Library Commission stands ready to receive a new bookmobile by donation, and commits itself to the proper maintenance, staffing and housing of said vehicle, and be it

FURTHER RESOLVED, That the Library Commission stands ready to recommend that the Board of Supervisors accept the gift of a new bookmobile on behalf of the citizens of San Francisco, and be it

FURTHER RESOLVED, That the Library Commission commends the Friends of the San Francisco Public Library for their efforts in helping to ensure seniors' access to Library materials and services.

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYN C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

(Minutes)

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SEPTEMBER 4, 1990

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, September 4, 1990 in the Lurie Room, Main Library.

I. **Call to Order**

The meeting was called to order at 4:35 by President Coulter.

II. **Roll Call**

Present were Commissioners Coulter, Carlson, Chin, Normandy and Romines. Commissioners Carlson, Kalil and Swig were excused.

III. **President's Report**

President Coulter extended **congratulations to the City Librarian, Kenneth Dowlin**, on his inclusion among the sixteen "Most Frequently Selected Leaders" in the July, 1990 Library Journal article, "Library Leaders: Who and Why?"

At a special joint meeting of the Civic Design Review and the Visual Arts Committees of the Arts Commission, a motion was passed urging the New Main Library Environmental Impact Report team to evaluate four alternative sites for the **Pioneer Monument.** President Coulter proposed that the Library Commission issue a statement in support of that motion and in addition urge that any new site for the Monument be as distinguished and spacious as its present site was originally. The Commission concurred with his suggestion.

President Coulter also proposed that the Commission issue a statement in support of the creation of a **Fulton Street Mall** between the present Main Library and the new one to be built. He related how interest in the Mall had so far spurred the City Planning Department to develop "Urban Design Guidelines" for the project, and the Arts Commission to review and endorse them. The Commission agreed to a formal expression of its own support.

IV. City Librarian's Report

Mr. Dowlin announced that the first public unveiling of the **schematic design for the new Main Library** was scheduled for a special joint meeting of the Arts Commission's Civic Design Review Committee and the Library Commission's Finance and Operations Committee on September 17, 1990, at 3 p.m. in Suite 70, 25 Van Ness Avenue. Subsequent public presentations of the plans were scheduled for the Arts Commission Meeting on October 1 and the next Library Commission meeting on October 2.

The Assistant Chief of Branches, Gloria Hanson, reported that a verbal agreement had been reached for the lease of **temporary quarters for Library for the Blind and Print Handicapped.** The temporary quarters will be on Fillmore Street near Geary Boulevard and will be able to accommodate all of that Branch's current services.

V. Other Reports

Ruth Maginnis, President of the Librarians' Guild, and Vince Russo, President of the Library Employees Union Chapter, presented a **union statement** that exhorted the Commission to reject any further budget cuts; advised the administration to allow staff voluntarily to reduce their work hours; insisted that any staff reduction be met with corresponding service cuts that are highly visible and broadly applied; and took special exception to cutting costs by eliminating the librarian positions in the Circulating Library Department.

VI. Committee Reports

A. Finance and Operations Committee

Commissioner Romines moved for approval of **personnel resolution** #1534, (attached), which passed without opposition.

There was lengthy discussion regarding **proposed Fiscal Year 1990/91 budget reductions.** The Assistant City Librarian, Karen Cox, explained that the Library had already suffered a reduction of $350,000 in its book budget (i.e., funds for magazine subscriptions and leased "McNaughton" books, as well as for book purchases); a cut of $115,151 in salary funds; and elimination of $53,423 for travel, training and memberships. As a result of state budget cuts, the Library was facing an additional reduction of as much as $528,405. Ms. Cox explained that the administration was unwilling to cut any more from the book budget, and so had prepared a list of budget reduction options, as follows:

raise Library fees and charges, for a gain of $30,000
close one reading center, for a savings of $70,000;
close one small-size branch library, for a savings of $123,000;
close one medium-size branch, for a savings of $207,000;
reduce hours, to four days per week, at four geographically-dispersed branches, for a savings of $106,000;

reduce hours at the Main Library, by closing Sundays, for a savings of $175,000;
eliminating gardening service at all Library facilities, for a savings of $99,300.

Ms. Cox explained that there was still time in which to modify or replace these options. A representative of the Mayor's Office, Ms. Susan Andrus, expressed hope that the Commission would have a prioritized list of reduction options by the week of September 10, when the Mayor hoped to submit a revised budget to the Board of Supervisors.

At this point, Mr. Edward Benner of the public protested the inclusion of the budget discussion as part of the Finance and Operations Committee report; he maintained it was dishonest, when in fact at its last meeting the Committee had lacked a quorum and so had been unable to meet and discuss the options. President Coulter responded that a Commission committee can only recommend but not enact a measure; consequently, any action considered by the Finance and Operations Committee must be referred to a meeting of the full Commission. He explained that the issue was included as part of the Finance and Operations Committee Report because a member of that committee was leading the Commission's discussion of the issue. Commissioner Romines added that he was not presenting a Committee recommendation but simply trying to provide background information. President Coulter noted the objection, but deemed it insignificant compared to the Commission's need to resolve the budget problems in a timely and responsible manner.

President Coulter asked what options the union would choose, and Ruth Maginnis cited voluntary Reduced Work Schedules for staff; reducing four branches across the city to four day per week operation; and combining S.F. History/Special Collections with Humanities. She said there was also support among union members for selling the Golden Gate Valley building and for eliminating computer reference service.

Among other suggestions and comments were:

Reduce, through attrition, the number of librarians and increase the number of clerical positions, so that S.F.P.L. achieves the American Library Association recommended ratio of three clerical/support persons to each librarian; also, classify all pages as Part Time As Needed, which would eliminate the expense of their paid vacation and sick leave.
Refuse to endorse any reduction, and instead let the Mayor both make the cuts and face the consequent outcry.
Don't close my branch.

Commissioner Chin asked if, after a branch was closed, it would generate any revenue, such as rent. Karen Cox responded that it would depend on the branch in question; some branch buildings, if not used for libraries, would revert to the Board of Education or the Department of Recreation and Parks.

President Coulter asked if Reduced Work Schedules and voluntary layoffs would effect some reduction. Ms. Cox replied that they would but cautioned that they also would require corresponding cuts in service. Mr. Dowlin asserted that it was crucial to identify service reductions first, and then explore how they might be achieved.

Commissioner Normandy declared that, while he had made the motion to reject any cuts in 1988, he believed that the now chronic nature of budget reductions advised a different response. He advocated that the Commission prioritize a list of at least some reductions.

President Coulter proposed that the Commission respond to the Mayor by prioritizing some reduction options, however prefacing them with a statement of opposition to any further cuts for the Library, based on the substantial reductions the Library was dealt in 1988, and a statement of support for measures to increase city revenues. In further discussion, the Commissioners refined their reduction priorities to these:

1) increase Library fees and charges;
2) eliminate gardening services;
3) reduce hours at four branch libraries.

In addition, the Commissioners declared they would conduct a public review of Library service in terms of number of facilities, hours of operation, and extent of collections. The Commissioners agreed unanimously to the action.

Karen Cox suggested that the Commission address to the Board of Supervisors an additional statement of support for increasing city revenues, with which the Commissioners concurred.

In further budget discussion, the Commission considered a staff **request for expenditure from the Fuhrman Fund.** Ms. Cox explained that as of July 1, 1990, the Fuhrman Fund had $790,000 invested and an additional $277,213 in current income and interest that was available for investment and /or expenditure. The administration was requesting that $270,000 of those funds be expended this year to help offset the reduction to the book budget.

Former Commissioner Mary Louise Stong protested the use of any Fuhrman Fund capital. Ms. Cox explained that the request would not diminish existing investments but it would prevent the total invested from increasing. Ms. Cox further explained that current plans for the book budget have been made with the assumption that the Fuhrman money would be available; consequently, approval of the request would not add any unallocated money to the present plans for the book budget. Including the Fuhrman funds, she said the current book budget is 9% less than last year's; without the Fuhrman funds, the book budget is 22% under last year's.

Commissioner Romines made the motion to approve the request, and the Commissioners unanimously assented.

There being no new business or further public comment, Commissioner Normandy moved for adjournment. The meeting concluded at 6:10 p.m.

Timothy Williams

Timothy Williams,
Assistant to the Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1534

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF AUGUST, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of AUGUST, 1990 be approved:

3602 Library Page, Part-Time

Istas, Tracy
Pierce, Titus
To, Hung
Vogel, Gretchen

3602 Library Page, Full-Time

Dockery, Tanya

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Ahearn, Dale
Azinheira, Elizabeth
Dunn, Jacquelyn
Mah, Lawrence
McDougal, Heather
Neubauer, Thomas
White, Randi
Whitmer, Richard
Wong, Sheila
Yip, Louisa
Zhou, Liming

7334 Stationery Engineer, Full-Time

Wenig, Charles

7344 Carpenter, Part-Time

Burke, Carey

City and County of San Francisco
Public Library Commission

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

DOCUMENTS DEPT.
NOV 2 1990
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SPECIAL MEETING
SEPTEMBER 27, 1990

A special meeting of the San Francisco Public Library Commission was held Thursday, September 27, 1990 in the Lurie Room, Main Library.

The meeting was called to order at 7 p.m. by President Coulter.

Present were Commissioners Coulter, Carlson, Chin, Normandy and Romines. Commissioners Kalil and Swig were excused.

President Coulter explained that the Commission had specially convened in order to consider **long-range prospects for Library funding and services.** Although current year budget reductions would likely not total as much as had been feared, he said, next year's budget is likely to be so tight as to repeat or exceed current cuts. After two successive poor budgets, President Coulter believed the Commission should seek some long-range approach to the Library's budget problems. The special meeting would be the first in a series to seek the public's help in identifying priorities among Library services and to establish supportive partnerships.

A representative of the Mayor's office, Ms. Susan Andrus, had no concrete fiscal projections but she did enumerate several possible developments which may adversely affect the city's finances: the specter of a national recession; Middle East conflict; inflation; the federal deficit; and projections of another large state deficit. She added that if Proposition 136 is approved in the next election, it could effect city revenues by requiring that all future tax increases must be approved by two-thirds of the voters. Ms. Andrus predicted that the city's budget woes would continue for at least two more years.

The Assistant City Librarian, Karen Cox, described how last year the Library had been directed by the Mayor's office to submit a baseline budget based on the previous year's level of service; the Library also submitted a list of possible "add-ons," such as extending branch library hours, which would require additional funding. As a result of the city deficit, however, only one add-on was funded - the position of a director for the Project Read literacy program, who was essential to the program's continuance - while the baseline budget was cut. When the state budget deficit was revealed, then the Library was faced with a further

budget cut, potentially more that $500,000. Ms. Cox pointed out that the city still had not finalized a budget plan, but the Mayor's current proposal cut the Library by only $58,000 rather than the $500,000 feared.

Ms. Cox also explained that the Library's current budget was allocated 84% to personnel, 7% to acquisition of new materials, and 9% to operating expenses. President Coulter observed that most comparable libraries managed to allot 12% of their budget to acquisitions. The City Librarian, Kenneth Dowlin, cautioned that if the trend continues toward reduced or stagnant budgets, then cost-of-living increases could swell the personnel allocation to the point that there is no money left for acquisitions. In the last five years alone, he demonstrated, the Library's buying power has declined 31% due to falling budgets and rising book prices. Mr. Dowlin also illustrated how the past five years has seen a 14% decline in the Library's public service hours; meanwhile, he showed, the number of librarinas has declined by 10% while those remaining are having to manage an estimated 10% more questions per hour.

Mr. Dowlin also explained how the Library had augmented the current acquisitions budget with funds from its endowment, the Fuhrman Fund. The Fund may be expended for acquisitions in the fields of economics and political science. The Fund had gone untapped for several years in order to build its capital. Mr. Dowlin advised that the Fund cannot be often tapped without depleting it.

President Coulter questioned whether, given the likelihood of poor budgets to come, the Library should continue to cut expenses as little as possible in as many areas as possible, or whether the Library should now consider eliminating some expenses altogether. He described neither alternative as attractive and asserted that the Library Commission wants longer hours, more services and more acquisitions. He summarized the Commission's options as follows: enlist the public's help in lobbying for the Library to receive a larger share of existing city revenues; enlist the public's help in lobbying for new sources of revenue for the Library or for the city in general; seek more philanthropic support through, for instance, the Library Foundation; or cut costs. He declared the Commission was looking for people in the community who care about libraries and would help to plan for their future in San Francisco.

Commissioner Carlson asked for information on the Berkeley library tax; Ken Dowlin, Acting Chief of Branches Neel Parikh, and Sally Brunn of Keep Libraries Alive jointly replied. The tax is authorized by a state law which allows a special property tax, when approved by two-thirds of the voters, to be assessed for the benefit of libraries. The tax must be re-approved every ten years; in Berkeley, the tax has been approved twice. The tax now finances the whole of Berkeley's library system. Berkeley's tax is based upon property square footage; inaccurate estimates of square footage caused overtaxation and some problems at first. A recent proposal to create a similar tax to benefit San Francisco schools was abandoned when it was learned that there is presently no accurate estimate of property square footage in San Francisco. In a variation, the tax

rate may be assessed per property parcel rather than square footage. Commissioner Carlson requested that staff investigate and report on such taxes.

The floor was then opened to public comment. Among the remarks made were the following:

It is more important that there are new books in the libraries than it is to access the Library catalog via home computer. The Library exists for the purpose of providing books to read. I would not again fight to keep my neighborhood branch open if it meant that fewer books could be bought.

Consider charging a fee for Library cards.

Keep the Main Library whole and comprehensive, strengthen the regional branches and close smaller branches as necessary. Beware that successful fund-raising in the private sector does not provide City Hall a rationale to reduce the Library's share of the city budget. Library patrons need to be better informed as to what they may lose due to a reduced budget and what they may gain from a more generous one.

Even if current cuts to the Library's budget are not as bad as threatened, the Library will never be able to recoup the titles it doesn't buy; the Inter-Library Loan service one year from now will be overwhelmed with requests for books not acquired by S.F.P.L. Consider staff cuts instead of reductions to the acquisitions budget.

Don't close any neighborhood facility, but rather reduce service hours and acquisitions.

Build more partnerships with the business community. Meanwhile, continue to operate all facilities, because once closed a branch is too expensive to re-open.

The Library budget has been cut too much already. What's needed is not more cuts but more pro-Library lobbying and Library revenue enhancements. Should any more cuts be required, they should be broad-based and highly visible. Voluntary layoffs and Reduced Work Schedules should be explored and implemented before any staff layoffs are considered.

Mr. Dowlin observed that, when discussing branch service, it's generally overlooked how inequitably the facilities are located throughout the city, and how the southern sector of the city is comparatively under-served.

Commissioner Normandy declared that a choice is going to have to be made between the need for acquisitions and the desire for convenient access in terms of locations and hours. The Commission needs to lead the public in an exploration and discussion of these choices, he said, and the public and city officials must then choose; at that point, the Commission can then best allocate existing resources and lobby for new ones.

Commissioner Chin emphasized that rapid changes in information technology were occurring, and that the Library must both manage those changes and educate the public to them. She questioned the concept of a library system that is primarily buildings; libraries are about information, knowledge and culture, she said.

President Coulter observed that one member of the Board of Supervisors had said it was unimportant that a branch library be anything other than a quiet refuge. Commissioner Normandy countered that such facilities should be financed as a rest stop or day care center; the basic mission of the Library is to provide access to information and knowledge, by either the printed or electronic word.

Mr. Dowlin pointed out that twenty-five years of opinion surveys had confirmed that San Franciscans want lots of materials, branches and long hours; what's unknown is whether the public will lobby or support increases to their taxes in order to secure those benefits. The Library can claim over 400,000 patrons now, but their mere number did not prevent reductions to this year's acquisitions budget; their voices also must be heard. Karen Cox added that not only should all present Supervisors be lobbied on behalf of the Library, but all Supervisorial candidates should be approached as well. The Executive Director of the Friends of the San Francisco Public Library, Jane Winslow, related that her group was enlisting people who were interested and available to testify on the Library's behalf at Supervisorial hearings.

President Coulter commended the suggestions and comments offered and said the Commission, in future meetings, would explore library taxes; library card fees; and a new patron survey. There being no further comment, Commissioner Chin moved for adjournment, which passed unopposed. The meeting concluded at 8:52 p.m.

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City and County of San Francisco
Public Library Commission

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

MINUTES

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
OCTOBER 2, 1990

DOCUMENTS
JAN 3 1991
PUBLIC LIBRARY

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, October 2, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 p.m. by President Coulter.

II. Roll Call

All Commissioners were present; Commissioners Chin and Swig, although not present for roll call, were present for all votes but the first, that is, the approval of the minutes.

III. Approval of Minutes

Commissioner Carlson moved for approval of the minutes for June 5th, July 3rd and August 7th regular monthly meetings and June 25th special meeting, and the Commission concurred with none opposing.

IV. President's Report

President Coulter noted **the fifth anniversary of the Book Buddies project**, wherein volunteers read to sick children in several San Francisco hospitals. In this wonderful program, he said, volunteers contribute an average of three hours per week; there is a core group of sixty volunteers. He praised Book Buddies participants for reading to approximately 5,000 children each year.

President Coulter explained that the **design concept for the new Main Library** was being presented for Commission approval. On the previous day, the concept had been presented to the Arts Commission, which gave it full approval. The previous day's San Francisco Examiner (10/1/90, p.A-4, col.3) featured a story headlined "Classic architectural design for new library elicits raves." The concept had been unveiled before the media at a press conference that morning.

Before the architects began their presentation, President Coulter thanked Kathy Page, who as Chief of Facilities Development had worked hard to complete this phase of the building project. He expressed gratitude for all her fine work.

James Ingo Freed, architect with Pei, Cobb, Freed and Partners, led the presentation by describing how San Francisco's Civic Center was one of few "City Beautiful" projects of the early twentieth century that almost was finished; only one building site remains unfilled, that of Marshall Square. As the Library architects studied the site surroundings, they perceived that the existing buildings were defined by "occupied walls", separated by courtyards and light wells in order to maximize ventilation and light. They also noted that the present Main Library features two types of space: the honorific spaces on Larkin and Fulton Streets, and the more functional spaces on McAllister and Hyde Streets.

The architects decided to respond to this setting by designing in the new building an occupied wall on Larkin and Fulton Streets and by utilizing modern building techniques to fill in the remainder of the site without having to allot space for light wells. They decided that the Grove and Hyde Street sides of the new building should respond to Market Street, in order to link the commercial vitality of the city with the heart of government in the Civic Center. They designed three entrances for optimal access: one on Larkin Street, a second on Fulton Street, and a third on Grove Street, the latter to serve patrons traveling via public transit on and below Market Street.

Cathy Simon, architect with Simon, Martin-Vegue, Winkelstein and Moris, explained that two designs were in development, one wherein the Pioneer Monument occupies a corner of the building site and a second design wherein the Monument is not there. She pointed out that now, as when City Hall stood behind it, the sculpture had enough space around it to be seen against the sky. If left in place, the Monument will be so close to the new building that at least half of it will no longer be able to be viewed against the sky. If the Pioneer Monument is moved to another location in the Civic Center, then the new Main Library will be built with an outdoor children's theater in the space where the statuary stood.

Mr. Freed showed that the new building will be the same height as the old one but will feature six floors above grade as compared to the existing three. Jennifer Sage, design architect with Pei, Cobb, Freed and Partners, described each floor in sequence. The bottom floor will be underground and will comprise the loading dock, storage, custodial services, public meeting space, and possibly a small cafe. The next floor (the "Lower Main Level") features the Grove Street entrance, Security, Check-in/Check-out, a browsing collection of books, and Deaf Services. The "Upper Main Floor" has the Larkin and Fulton Street entrances, Blind Services, the Project Read literary program, a book and gift shop, and Children's Services, including a program room for special events. The second, third and fourth floors will house most of the collection; these floors will be similarly laid out so that a patron will find reference desks, book stacks, elevators, etc., in the same

position on all floors, to provide quick orientation. The corners of these floors will hold special collections or constitute reading rooms. The fifth floor will include the San Francisco History Room and Archives/Center for the Book, gallery space, and administrative offices.

Mr. Freed explained that, at 200 x 300 feet, the new building will be very deep; to provide natural light and ensure adequate ventilation, the building will be bisected by a central atrium topped by a skylight; the roof will have additional skylights, and the upper floors will be perforated with cut-outs in order to transmit the light. The exterior of the building, he related, will be faced with the same sort of granite as clads the present Library. In conclusion, Mr. Freed declared that the architects' presentation represented a progress report, and that the design would continue to undergo study, development and refinement.

Questions from the Commission and audience elicited further information about the new Main Library:

Windows will not be operable. Government regulations require that where windows are opened, any mechanical ventilation system in that area must be shut down; yet it is difficult to air condition or heat one space when an adjacent area is open to outdoors. Consequently, installation of both natural and mechanical ventilation is generally too complex and expensive.

A sprinkler system will be installed throughout and there will be three sets of fire stairs. All applicable fire and earthquake codes will be met.

Reading areas will offer task lighting as well as overhead fluorescents and natural light. Wherever possible, lighting will be indirect to avoid glare.

The building's adaptability to changes will be optimized by building as few fixed walls as possible, so that special areas may be devised as needed.

Vandalism should be reduced because the new Library will be very open and without the interior walls (from light wells) which obstruct surveillance now.

Noise will be minimized through the installation of floor carpet in all but the highest traffic areas.

Lockers for patron use will be available.

Public comments addressed a wide spectrum of concerns: maximizing space; lighting; the Pioneer Monument; security; facades; number of entrances; public meeting/program space; and the location of restooms.

Commissioner Carlson concluded the questions and comments with praise for the design and thanks to the architects who created it. Commissioner Kalil moved to approve the design and the motion was passed unanimously.

V. City Librarian's Report

The City Librarian, Kenneth Dowlin, sought the Commission's approval of a **Supplemental Budget Request** to reallocate funds for renewal of the

Library's membership in the Bay Area Library and Information System (BALIS), the regional Library association. He explained that the Board of Supervisors had reduced the membership budgets of all city departments by 72%, which rendered the Library unable to pay its BALIS dues. Without its BALIS membership, the Library would be disassociated from an important source of inter-library loans and staff training programs. Mr. Dowlin said that the Supervisors had indicated that they would approve an internal transfer to fund the membership. The Assistant City Librarian, Karen Cox, added that the $37,375 needed would be transferred from the budget allotments for equipment, computers and supplies; the Request was submitted to the full Commission without referral to the Finance and Operations Committee in order to accommodate a deadline in the Mayor's Office.

Commissioner Carlson moved to approve the Request and the Commission concurred without dissent.

VI. Other Reports

None.

VII. Committee Reports

A. Finance and Operations Committee

Commissioner Carlson, Committee chair, moved to approve **personnel resolution** #1535, (attached), which passed without opposition.

Bureau of Architecture spokesman, Russ Abel, requested a continuance in the matter of contract awards for **renovation at Park Branch Library.** He explained that his department was attempting to reduce project cost overruns by reviewing code interpretations and structural engineering proposals. The Commission consented to his request.

Commissioner Carlson presented resolution #1536 (please see attached) which authorizes **increases to four existing Library fees and charges** and mandates that such levies shall be reviewed annually. He moved for approval and the Commission assented without opposition.

B. Planning Committee

No report.

VIII. New Business

None.

IX. Adjournment

Commissioner Normandy moved for adjournment and, there being no opposition, the Commission did so at 6:23 p.m.

Timothy Williams

Timothy Williams,
Assistant to the Commission

RESOLUTION #1535

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF SEPTEMBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of SEPTEMBER, 1990 be approved:

3602 Library Page, Part-Time

Batsford-White, Julie
Chang, Elaine
Geddes, Marguerite
Glinsky, Catherine
Luu, Raymond
Marshall, Elizabeth
McIntire, Ann
Neubauer, Thomas
Silva, Ronald

1424 Clerk Typist, Full-Time

Kennell, Warren

3630 Librarian I, As Needed

Foley, Elizabeth
Kuo, Hai-Lin
Larson, Recca
Moorhead, David
Persechino, Donna
Prime, Lynn
Strand, Carolyn
Woelfel, Patricia

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Chan, Erick
Davis, Clifford
Dougherty, Muire
Fan, Ernest
Loreman, Brenda
Nguyen, Nghia
Richerson, Kathleen
Rixford, Craig

RESOLUTION #1536

APPROVING AN INCREASE TO FOUR EXISTING LIBRARY FEES AND CHARGES AND DIRECTING THAT, HENCEFORTH, SUCH FEES AND CHARGES SHALL RECOUP A SUBSTANTIAL PORTION OF THEIR COSTS AND SHALL BE REVIEWED ANNUALLY.

WHEREAS, The San Francisco Public Library offers a multiplicity of services, some of which must be subsidized by fees and charges, and

WHEREAS, The San Francisco Public Library experiences typical inflationary pressure on the costs of its labor and materials; now, therefore, be it

RESOLVED, That four Library fees and charges shall be increased, effective Monday, October 15, 1990, as follows:

Fees and Charges	*Old*	*New*
Visitor's Deposit Card Fee (plus $10.00 deposit)	$1.00	$10.00
Library Card Replacement Charge		
Adult	$1.00	$ 2.00
Juvenile	.25	.50
Library Material Replacement Charge		
In Print	Original Price	Current Price*
Out of Print	Original Price	Current Price**
Library Material Replacement, Processing Surcharge		
Cataloged Material		
Adult	$2.00	$ 5.00
Juvenile	1.00	5.00
Uncataloged Material	.50	2.00

* Price as listed in Books in Print

** Price scale based on average book price as published in the Bowker Annual, latest edition.

AND BE IT FURTHER RESOLVED, That the San Francisco Public Library Commission declares that Library fees and charges, where necessary, shall recoup a substantial portion of the Library's actual costs in providing the corresponding service, and be it

FURTHER RESOLVED, That the Library Commission directs the staff annually to reappraise all San Francisco Public Library fees and charges.

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City and County of San Francisco
Public Library Commission

Art Agnos
Mayor

Steven A. Coulter
President

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1st Vice President

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E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
NOVEMBER 6, 1990
MINUTES

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, November 6, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:30 p.m. by President Coulter.

II. Roll Call

All Commissioners were present; Commissioner Kalil arrived after the roll call, but was present for all votes but the first, that is, for approval of the minutes.

III. Approval of Minutes

Commissioner Carlson moved for approval of the minutes for the September 4th, 1990 regular monthly meeting, and the Commissioners concurred; Commissioner Normandy moved for approval of the minutes for the September 27, 1990 special meeting, and the Commissioners concurred.

IV. President's Report

President Coulter encouraged his fellow Commissioners to attend a regional workshop on library leadership offered by the California Association of Library Trustees and Commissioners (CALTAC). He said that Commissioner Kalil and he had attended CALTAC meetings in recent years and found them to be interesting and helpful.

President Coulter also offered the following commendations:
to KGO-TV, which is broadcasting six different Public Service Announcements (PSA's) which encourage viewers to visit their library;
to all those responsible for the Lesbian and Gay collection at the Eureka Valley/Harvey Milk Memorial Branch Library, who were recently honored by the Gay and Lesbian Historical Society of Northern California;

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to Library staff responsible for the second issue of "Partners for Business," the quarterly newsletter which constitutes new outreach to the business community;
to Hope Hayes, Chief of the Main Library, who was awarded a California State Library All-Star Award for her contributions to the implementation and success of the "Partnership for Change" grant at Mission Branch Library.

President Coulter shared the following poem, which he had received from Library supporter Mr. William Felzer.

"Dedicated to Book Lovers"

A library is a pleasant place to be
There is so much to read and see.
It's everybody's college;
The library stores a lot of knowledge.
It's an oasis of thought
From books you can be taught.
You'll find people there of all ages
Thumbing through the pages.
Libraries are for work and pleasure;
This joy is easy to measure.
Money for libraries is well spent.
I hope that's where my taxes went!

V. City Librarian's Report

Assistant City Librarian Karen Cox introduced a draft **ordinance to streamline acceptance of gifts to the new Main Library.** The ordinance is occasioned by the City Charter provision which stipulates that only the Board of Supervisors may accept gifts with a value of $5,000 or more; as the fund-raising drive for the new Main may net a multitude of such gifts, a means was sought to eliminate the burdensome paperwork that would result if each donation had to be processed separately. The ordinance pertains only to donations for the new Main.

After discussion, the Commissioners decided that the language of the ordinance was insufficiently clear and referred the matter to the Finance and Operations Committee for further consideration.

In an update on **Intellectual Freedom** issues, Adult Services Coordinator Anne Kincaid provided the Commissioners copies of the Intellectual Freedom Manual (call no. REF, 20.8, Am 25, 1989), published by the American Library Association. The Manual, she explained, contains various recommended policies and procedures for handling intellectual freedom issues on a local level.

Community Relations Librarian Marcia Schneider reported on the following **Library promotions:**

The first San Francisco/Bay Area Book Festival, a celebration of California books, authors, illustrators and publishers held November 3-4, which Ms. Schneider had helped organize and where the Office of Children's Services had an information booth;
an appearance by Isabel Allende at a Main Library program on

September 30, which drew a capacity crowd;
49er bookmarks, a joint promotion with Knudsen Dairies and an S.F.P.L. exclusive.

Ms. Schneider also reported on the **1990 Summer Reading Program.** KGO-TV co-sponsored the event by broadcasting six PSA's with an estimated airtime value of $100-$150,000. The San Francisco Giants also participated in the program: they provided 5,000 free tickets for middle-school students who read eight books; catcher Terry Kennedy and pitcher John Burkett promoted reading at a Library children's event; City Librarian Kenneth Dowlin promoted literacy and reading to 28,000 people during a ceremony at Candlestick Park on September 8; and catcher Terry Kennedy recorded a PSA encouraging families to visit their library and to read.

Further information on the Summer Reading Program was provided by Debbie Jeffery, Anza Branch Head Librarian and chair of the Library's committee which guided the Program. She reported that in 1991, 7,436 participants enrolled in the Program, the most ever and an increase of 10% over 1989. It was the fifth year that the Library had worked with other Bay Area Library and Information System (BALIS) libraries to share planning, theme and graphics, and the first year of co-sponsorship with the S.F. Unified School District. Ms. Jeffery related that S.F.P.L. children's librarians made a total of 871 presentations to promote the Program to school classes and assemblies, an increase of 15% over 1989. In future, she said, the Library hopes to increase cooperation with other community agencies, such as the Department of Recreation and Parks, as well as with private or parochial schools.

VI. Other Reports

Jane Winslow, Executive Director of Friends of the San Francisco Public Library, reported that her group began last May to offer **Library tours** to adults. The tours are held on the third Wednesday of every month; they start at 10:30 a.m. and last about one hour. In addition to individual adults, the Friends have provided tours to groups of English as a Second Language (ESL) students, emotionally handicapped adults, and private school students. Ms. Winslow also reported that the Friends currently are working with Information Services Department staff to develop a library orientation program. She added that the Friends also still staff a Welcome Desk in the Main Library lobby, as they have done for twenty-two years; she pointed out that Welcome Desk volunteers receive training and staff the Desk with an experienced volunteer before being assigned on their own.

Librarian Ruth Maginnis reported the election of new **Librarian's Guild Officers:** President, Catherine Bremer; Vice-President, Ruth Maginnis; Secretary, Shelley Sorenson; and Treasurer, Debbie Jeffery.

VII. Committee Reports

A. Finance and Operations Committee

Commissioner Carlson, Committee chair, moved to approve **personnel resolution #1537**, (attached), and the Commissioners concurred.

Commissioner Carlson reported that estimated project costs for **renovation at Park Branch Library** had soared from $628,400 to $900,300. Consequently, Chief of Facilities Development Kathy Page and he had been working with Bureau of Architecture staff to 1) reduce the costs, and 2) provide the Commission and Library staff with greater involvement and authority in developing the estimates for renovations at other Branch Libraries. As a result, he said, estimated costs at Park Branch have been reduced by more than $100,000; furthermore, an estimating process is being formalized that will ensure Library staff involvement as well as regular reports from the Department of Public Works on its progress and expenditures. In response to a question from Commissioner Swig, Commissioner Carlson explained that further savings in Park Branch renovation costs may be effected after some additional seismic information has been received. Commissioner Normandy requested and received assurances that all work contracts included penalties for unwarranted construction delays and protection from suits brought by sub-contractors. Commissioner Carlson moved to award the contract for Park Branch renovation to the lowest bidder, and the Commissioners assented with none opposing.

An application for a **Hazard Mitigation Grant** was next reported by Commissioner Carlson. He explained that the Federal Emergency Management Agency (FEMA) has offered the city funds to improve the safety of public buildings in earthquakes. The grant application is for $26,000, to be matched by $26,000 in city money drawn from the Library's remaining balance of earthquake supplemental funds as well as Proposition A bond funds for branch improvements. Commissioner Carlson added that his Committee had directed the Library staff to coordinate these improvements with the Branch renovations already scheduled so as to minimize disruptions to Library service. He moved for approval of **Resolution #1538** authorizing the application, and all Commissioners agreed.

Lastly, Commissioner Carlson introduced **Resolution #1539**, authorizing an application for a **BALIS Youth At Risk Substitute Staff grant**. This grant, he explained, would fund sufficient substitute librarians so as to free approximately 100 permanent S.F.P.L. librarians to attend BALIS workshops on improving service to youth at risk. Commissioner Carlson moved for approval, and all Commissioners concurred.

B. Planning Committee

Commissioner Kalil reported that her Committee is contacting all current **Library advisory groups** in order to ascertain their function, officers, and roles; her Committee also will consider an overall policy on advisory groups.

Regarding the San Francisco Public Library **Compact**, Commissioner Kalil reported that her Committee favored a brochure format for it.

In light of interest expressed to her Committee, Commissioner Kalil asked the Commission to hear further testimony regarding support for relocating **the Pioneer Monument** from a corner of the new Main Library building site. President Coulter explained that in the City Attorney's

opinion, any official action regarding the Monument must await completion of the New Main Library Environmental Impact Report; consequently, the Commission is not in a position to reconsider the 1985 resolution which recommended relocation. He declared the Commission was able and ready to hear further public comment on the issue, however. In the ensuing testimony, three members of the public spoke for relocation, and six against.

VIII. **New Business**

None.

IX. **Adjournment**

Commissioner Normandy moved for adjournment and, there being no opposition, the Commission did so at 6:23 p.m.

Timothy Williams

Timothy Williams,
Assistant to the Commission

RESOLUTION #1537

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF OCTOBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1990 be approved:

3602 Library Page, Part-Time

Puma, Dede
Owens, Wendy
Farrell, Jason
Adoptante, Patricia
Tu, Tommy
Mallory, Dazell
Bryan, Amber

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time	3610 Library Assistant, Full-Time
Genera-J., Elizabeth	Vallecillo, Janethe
Zuniga, Hugo	
Strode, Catherine	
Tsui, Stephanie	
Deering, Ana	

RESOLUTION #1538

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND HAZARDOUS MITIGATION GRANT FUNDS IN AN AMOUNT NOT TO EXCEED $26,000 TO SECURE THE FREE-STANDING SHELVING AT THE BRANCH LIBRARIES.

WHEREAS, Federal funds on a matching basis are available for hazard mitigation projects in the declared ten-county disaster area, and

WHEREAS, The San Francisco Public Library has identified matching funds, and

WHEREAS, The San Francisco Public Library desires to improve the safety of library materials and patrons by securing the free-standing shelving at the branch libraries; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $26,000 for the improved seismic safety of the branch libraries, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

RESOLUTION #1539

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND AN AMOUNT NOT TO EXCEED $7,500 AVAILABLE THROUGH THE BAY AREA LIBRARY AND INFORMATION SYSTEM FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR YOUTH-AT-RISK PROJECTS.

WHEREAS, The Bay Area Library and Information systems has Library Service and Construction Act funds available to prepare and inspire local libraries to better serve their youth-at-risk through expanded library services and increased coordination with community services to youth, and

WHEREAS, The San Francisco Public Library is eligible and has been encouraged to apply for funds to employ substitutes, releasing current staff to attend workshops in conjunction with this project; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend $7,500 of BALIS funds and any interest accrued for substitute staff salaries, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

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City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
FEB 13 1991
SAN FRANCISCO
PUBLIC LIBRARY

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

MINUTES

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DECEMBER 4, 1990

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, December 4, 1990 in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order by President Coulter at 4:35 p.m. All Commissioners were present, Commissioner Normandy arriving immediately after roll call and Commissioner Chin arriving after approval of Resolution #1540; President Coulter departed at the end of the Finance and Operations Committee report.

II. President's Report

President Coulter appointed a **Nominating Committee** composed, according to Commission by-laws, of one officer, Commissioner Romines, and two non-officers, Commissioners Normandy and Carlson, with the latter appointed as committee chair.

President Coulter also commended staff for producing an Annual Report that is both very professional and a record of the Library's diverse activities.

III. City Librarian's Report

Gloria Hanson, Assistant Chief of Branches, provided an **update on the temporary relocation of the Library for the Blind and Print Handicapped**, while Presidio Branch undergoes renovation. She related that lease negotiations appeared to be complete but that no lease had yet been signed; she added that she hoped to provide patrons with two months advance notice of the move. President Coulter requested and received assurances that the temporary quarters will accommodate all current services, and that staff was evaluating new technology toward the goal of improving and expanding services to the blind and print-handicapped in the new Main Library. Kathy Page, Chief of Facilities Development, reported that she would soon convene an Access Technology Advisory Group to help select technology for the new Main.

Ms. Page also provided an **update on branch library renovations**, as summarized below:

1) Park Branch - Renovation work began December 3rd, with re-opening hoped for in September, 1991. After a review, estimated project costs had been reduced by $105,000.
2) Presidio Branch and Library for the Blind and Print Handicapped - Estimated project costs are being reviewed for potential reductions totalling $75,000; following review, the project will be put out for bid. Work is anticipated to begin in late February, 1991, with completion anticipated in the following November.
3) Sunset Branch - Estimated project costs are being reviewed for potential reductions. Work will begin after Park Branch has reopened.
4) Chinatown Branch - The Library has submitted a pre-application for Proposition 85 state bond funds to augment local bond funds. The State Library will notify S.F.P.L. if the pre-application is competitive enough to justify a full application.

Commissioner Carlson explained that Prop. 85 provided $75 million for renovation and expansion of public libraries. To date, he said, libraries have submitted proposals for Prop. 85 funding totalling $384 million.

IV. Finance and Operations Committee

Commissioner Carlson, Committee chair, introduced Resolution #1540, approving non-Civil Service, temporary appointments and resignations. He moved for approval and the Commission unanimously concurred.

Commissioner Carlson introduced **Resolution #1541, authorizing application for $25,447 in Library Services and Construction Act funds to improve support services for Project Read tutors, and Resolution #1542, authorizing application for $34,530 in LSCA funds to improve support services for Project Read students**, and he moved for their approval. A member of the audience criticized Project Read for not addressing the literacy problems of non-English speakers; staff explained that Project Read was not intended to duplicate English-as-a-second-language instruction that is offered by other agencies, and that the grant itself stipulates that it is for English speakers. Commissioner Chin added that, given the modest sum requested and the benefit - increased literacy - being achieved, Project Read merited support and encouragement. The resolutions were unanimously approved.

Commissioner Carlson next introduced a **statement of responsibility governing patron conduct and personal possessions while in the Library.** He explained that the Library had already a sort of code of conduct ("Notice to Patrons of the San Francisco Public Library," dated October 2, 1984) to which staff wanted to add a reference regarding patrons - for example, a latchkey child, or a disabled adult - who are in the

Library at closing time and without any parent or guardian to see them home. To provide guidance to staff in such circumstances, language was added to the Notice to the effect that patrons who need assistance to return home may be referred to the local police in order to ensure their safety. He moved for approval and the Commission unanimously concurred.

Responding to a petition signed by over two hundred patrons and neighbors of the Anna E. Waden Branch Library, Commissioner Carlson's committee had recommended approval of an **addition to the name Anna E. Waden Branch Library, to become Bayview-Anna E. Waden Branch Library.** The Commissioner explained that this was the only branch which did not bear the name of the area it serviced. As staff reported that the City Attorney's office anticipated no problem with the name addition, Commissioner Carlson moved for approval and the Commission unanimously concurred.

Commissioner Carlson introduced a **proposed ordinance regarding gifts for the new Main Library.** In discussion, the Commissioners developed reservations as to whether the language of the ordinance adequately provided for gifts not directly associated with construction, such as collection endowments. Consequently, staff was directed to consult further with the City Attorney's office and to submit a revised ordinance to the Finance and Operations Committee.

In a **report on potential costs to the Library from locally proposed legislation regulating Video Display Terminals**, Commissioner Carlson relayed a staff estimate that compliance would cost $168,000 to replace some terminals and work station components. The Commissioner, on behalf of his Committee, had written the Board of Supervisors to suggest that city departments be allowed a longer period of time to comply with the law, given current reduced budgets. He reported that the legislation remained unchanged, but that Supervisor Walker's office was investigating whether department compliance could be funded through the city's workman's compensation and disability program.

Responding to a staff request, Commissioner Carlson introduced a **change to public service hours at the Reading Centers.** The Centers had been uniformly open from 1 until 7 p.m. on Wednesdays. This schedule was a hardship to Center staff, who had to work six hours without a meal break because there was no staff to relieve them; the uniform schedule also did not accommodate different usage patterns at the centers. Consequently, staff had recommended the following changes: Golden Gate Valley, Ingleside and Visitacion Valley Reading Centers will open from 2 until 7 p.m.; Ocean View Reading Center will open from 1 until 6 p.m.; and Portola Reading Center will open from 12 until 7 p.m. Only Wednesday hours were affected. Commissioner Carlson moved for approval and the Commission unanimously concurred.

Commissioner Carlson concluded his Committee's report with an account of a briefing he'd received from the Mayor and his staff regarding the

Fiscal Year 1991/92 budget process. He recounted that, for the upcoming year, city departments would be instructed to prioritize existing programs and projects, rather than prioritizing only new ones as before. He added that the fiscal outlook was grim for cities nationwide, and that the budget reduction measures which the Library had employed in the past - trimming the book budget, postponing equipment purchases and delaying staff appointments - would not suffice for the future. He declared that the Commission stood in need of ideas, cooperation and support from the staff and public.

President Coulter added that the Library presently can allocate only seven percent of its budget to the acquisition of books and other materials, whereas generally among large urban libraries the idealized allocation is fifteen percent and twelve percent is commonly achieved. He cautioned that simply staffing and operating the present San Francisco Public Library system may, within a few years, require so much of the budget that no funds may be left to acquire materials. Given that scenario, he said, a radical look needs to be taken at how the Library is presently providing its service.

V. Planning Committee Report

Commissioner Kalil, Committee chair, related that the Library is investigating a **possible grant to fund the creation of a Bay Area library network.** The network would tie together at least the three regional cooperative library systems (i.e., Bay Area Library and Information System; Peninsula Library System; and the North State Cooperative Library System) as well as individual libraries and other systems in the area. Such a network would correspond to the scope of the local media market and would thus facilitate press coverage of library events and issues.

Commissioner Kalil also reported that the Planning Committee would consider the **relocation of the Dumond and Piazzoni murals** to the new Main Library at a future meeting.

Commissioner Kalil also announced that her Committee was continuing its work on a **Library advisory group policy** and the **San Francisco Public Library Compact.**

VI. Friends of the San Francisco Public Library Report

Jane Winslow, Executive Director, reported that donations for the **Friends' book sales** were received at nearly every S.F.P.L. facility, from which the Friends pay to have them transported to their warehouse. The warehouse and subsequent sales, she said, are managed by volunteers, excepting 1.5 paid positions. She explained that, as the books are priced, likely candidates for Library collections are culled and sent to the appropriate facility. Ms. Winslow related that the Friends' book

sales had earned approximately $100,000 for Library programs last year, and that this year's sales had risen by about $2,000 per month so far.

VII. **Public Comment**

A suggestion was made that future revenue be generated by leasing space in the new Main Library to corporations for housing their special libraries, and a request was made that the Library extend its hours and maintain uniform reference collections in all its facilities. The Library was also requested to provide more tables in the Main Library for patron use.

VIII. **Adjournment**

There being no further public comment nor any new business, Commissioner Carlson moved to adjourn at 6:10 p.m. and the Commission unanimously concurred.

Timothy Williams

Timothy Williams,
Assistant to the Commission

RESOLUTION #1540

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF NOVEMBER, 1990.

RESOLVED, That the following Non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1990 be approved:

3602 Library Page, Part-Time

Deng, Xinu
Nicholson, Jane
Kung, Sam
To, Wing-Ling

AND FURTHER, That the following resignations of Non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Schanbeck, Jamie
Ha, Tri
Rickman, Gregg
Gilliam, Philip
Farrell, Jason
Nguyen, Phong

RESOLUTION #1541

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1991-92, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $25,477 of Library Services and Construction Act VII funds for tutor support services of Project Read through September, 1992, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1542

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1991-92, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $34,530 of Library Services and Construction Act VII funds for student support services of Project Read through September, 1992, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

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City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
MAR 1 1991
SAN FRANCISCO
PUBLIC LIBRARY

Art Agnos
Mayor

Steven A. Coulter
President

Jean Kalil
1st Vice President

Kenneth R. Romines E.D.D.
2nd Vice President

Dale A. Carlson
Lonnie K. Chin
E. Dennis Normandy
Roselyn C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

Richard P. Walsh
Commission Secretary

Meeting Minutes

The Commission met in its regular monthly session on Tuesday, January 8, 1991 in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:35 p.m. Present were Commissioners Coulter, Romines, Carlson and Normandy. Commissioner Kalil was delayed in arriving until after the vote to approve the minutes; Commissioner Chin was delayed through the end of the session by another meeting in the Mayor's office. Commissioner Swig was excused.

City Librarian's Report

In a report on the **preparation of the Fiscal Year 1991/92 budget**, Assistant City Librarian Karen Cox explained that the Mayor's office had directed each city department to rank its activities as being either 1) legal mandates and obligations, 2) instrinsic to the department's mission, or 3) discretionary. She added that public discussion of these rankings would be the focus of several Commission meetings: the Planning Committee meeting on January 17th, 4 p.m., at Excelsior Branch Library; the Finance and Operations Committee meeting on January 24th, 7 p.m., at Parkside Branch; and the next full Commission meeting on February 5th, 4:30 p.m., at the Main Library. Meanwhile, she said, the Library was developing justifications for each line item in its budget request. All this information, she concluded, was due to the Mayor by February 15th.

Staff informed the Commission that the meetings were being promoted by means of flyers at all Library facilities, press releases, and Friends of the Library publicity. Ms. Cox apprised the Commission that the Mayor's office anticipated that estimates of next year's city revenue would be available by mid-March.

Commissioner Normandy recommended that the hearings establish priorities which could be utilized for long-term as well as short-term budget plans. President Coulter agreed and added that, despite current budget constraints, the Commission sought to improve the quality of service and materials prior to the opening of the new Main Library.

In an **update on the new Main Library**, Chief of Facilities Development Kathy Page reported that interior space planning for the new building was currently underway: twenty-three of forty staff committees had begun work; twelve committees had met with the architects; and planning for two spaces had been completed. By the end of February, she said, the planning for all spaces should be complete. She related that the overall Design Development Phase of the new Main should be completed by March 3rd; the Construction Documents Phase, wherein the architects draw the plans, will follow. She added that, in early summer, the selection of furniture and the design of service desks would begin. Ms. Page announced that the project was still on schedule, despite delays in the progress of the Environmental Impact Report. She announced that a formal presentation of the New Main Library Design Development would be made before both the Library Commission and the Visual Arts Committee of the Arts Commission. She added that progress reports would be made to the Planning Committee on a regular basis.

Russ Abel of the Bureau of Architecture reported on the **status of the New Main Library Environmental Impact Report**. He announced that the Initial Study had been completed by the consultant and submitted to the Office of Environmental Review on December 21st. He described the subsequent process as follows.

The Initial Study is reviewed to determine whether the project will significantly or complexly impact the environment. This review is anticipated to last until mid-February. The Initial Study will be available for public inspection at the O.E.R., 450 McAllister Street. If the O.E.R. determines that there will be no significant or complex impact, then it will issue a Negative Declaration. If it does so, then the E.I.R. could be completed and certified as early as next September.

It is unlikely, however, that a Negative Declaration will be issued. Instead, the O.E.R. will likely issue a Review of Comments, and the concerns identified therein will guide the re-drafting of the Initial Study. At the same time, the consultant will begin work on a Preliminary Draft Environmental Impact Report, which will expand and detail the Study. The revised Initial Study will be filed with the O.E.R., which also may review the Preliminary Draft as many as three times before that document is published and made available to the public.

The public will be invited to comment upon the published Preliminary Draft over a period of forty-five days, as well as at a public hearing. Following that will be a period of two to three months during which the public comment and/or further input from the O.E.R. will be compiled into a Comments and Responses document. Approximately one month following the issuance of that document, a Certification hearing will be held which will conclude the process.

Mr. Abel estimated that the New Main Library Environmental Impact Report would not be completed until next December or January, although he cautioned that there were a number of variables, such as the number of Preliminary Draft revisions required, which could advance or delay the date.

Kathy Page also provided an **update on Branch Library renovations**, summarized as follows.

1) Park Branch Library: Construction work began December 10th, and should be completed by next August; the Branch should re-open by next September. Total estimated project costs are $820,000, which is about 31% over original estimates.
2) Presidio Branch Library/Library for the Blind and Print Handicapped: Total estimated project costs are $711,000, which is about 25% over original estimates. Construction work will likely begin in March. The terra cotta ornamentation on the building's facade is also in need of renovation. While the bond funds were not intended to cover the cost of this repair, it had appeared that other capital improvement funds could be found to do so; that, however, was contingent upon the use of a sort of synthetic terra cotta, which would lower the repair cost to within the amount of additional funds available. As the Landmarks Preservation Advisory Board will not accept a substitute terra cotta, the facade is unlikely to be restored.
3) Sunset Branch Library: Construction work is slated to begin after Park Branch has re-opened.
4) Chinatown Branch Library: The Library's pre-application for state Proposition 85 funds, which would allow the Branch to be expanded while undergoing city bond-financed renovation, was ranked seventh out of the 104 pre-applications submitted. The full application is due to the State Library by next July 15, and grant awards will be announced soon thereafter.

In an update on the status of the **temporary relocation of the Library for the Blind and Print Handicapped**, due to renovation of its permanent facility, Assistant Chief of Branches Gloria Hanson reported that the lease negotiated for the new quarters should be approved at a January meeting of the Board of Supervisors' Finance Committee. When that lease has been officially approved, she said, the Library will set the date for the relocation, probably to be in March. She anticipated no problems once the date was set.

Finance and Operations Committee Report

Commissioner Carlson, Committee Chair, introduced Resolution #1543, approving non-Civil Service, temporary appointments and resignations. He moved for approval and the Commission unamimously concurred.

The Library had requested that the City Attorney's office draft a **proposed ordinance to streamline the receipt of gifts for the new Main Library.** The Commissioners had expressed some reservations regarding the language of the draft ordinance and had referred the draft to the Finance and Operations Committee. Commissioner Carlson moved for approval of the ordinance, pointing out the language revisions which had been made to satisfy the Commission's concerns. President Coulter asked whether the language of the ordinance was sufficient to cover gifts of endowments to Library collections, and Commissioner Carlson assured him that, in the City Attorney's opinion, it was. The Commission approved the proposed ordinance by unanimous vote.

Commissioner Carlson recounted a staff report on the special **library tax** which funds the Berkeley Public Library. He explained that the tax had been brought to Commission attention at the special meeting held last September to discuss long-range prospects for Library funding and services. He reported that some other library systems in the state also benefit from a library tax levied either on property parcels or on the square footage of property improvements. He said that the Commission would further investigate this funding possibility, although he agreed with President Coulter that the Commission was far from ready to advocate such a measure.

Nominating Committee Report

Commissioner Carlson, Committee Chair, reported that the Committee had recommended the re-nomination of Commissioner Coulter for President, Commissioner Kalil for 1st Vice President and Commissioner Romines for 2nd Vice President. There were no further nominations, and the current slate of officers was re-elected to another year's term by unanimous voice vote.

Friends of the Library Report

Executive Director Jane Winslow detailed some recent branch library outreach activities on which the Friends had collaborated. At North Beach Branch Library, she said, the Friends have planned with Branch staff and neighborhood groups to hold an open house on February 25th. She said a meeting had been held with patrons of Golden Gate Valley Reading Center to plan publicity for Library services in that area as well as for the Friends book store at nearby Fort Mason. She also told of a meeting with the staff at Eureka Valley/ Harvey Milk Memorial Branch Library to discuss the provision of Library service to persons homebound due to serious illness, such as AIDS. President Coulter commended these partnerships between the branches and the Friends.

New Business

President Coulter re-appointed the Commissioners to their current committee, as follows.

1) Finance and Opeations Committee: Commissioner Carlson, Chair; Commissioners Romines and Swig, members; Commissioner Chin, alternate.
2) Planning Committee: Commissioner Kalil, Chair; Commissioners Chin and Normandy, members; Commissioner Romines, alternate.

Commissioner Normandy announced that he had requested that the Mayor not re-appoint him to the Commission after his term eexpires on January 15th. He explained that, due to expansion of his business, he will be spending more time out of the country and will not be able to manage a committment to the Commission as well. He thanked all the past and present Commissioners with whom he'd served and said that he left feeling enthusiastic that the challenges of the future would be well met. President Coulter, speaking on behalf of the Commission, declared that his wise counsel would be missed and hard to replace.

Commissioner Romines concluded with two commendations. He praised Mission Branch staff for their outreach efforts, especially those to parent groups. As Director of the Mission Reading Clinic, he had encountered much comment and evidence regarding the effectiveness of Mission Branch outreach. He also commended Commission staff for their fine work throughout his first year on the Commission.

Public Comment

Mr. Winchell Hayward reiterated his criticism of the proposed relocation of the Pioneer Monument from the southeast corner of the new Main Library building site. He also expressed concern that the alternate design for the new Main, wherein the Monument is retained on the corner, does not adequately accommodate the perimeter of the statue; he avowed that at points the space between the building and the Monument narrows to five rather than six feet. The cost of relocating the statue also concerned him.

Adjournment

There being no further public comment, Commissioner Carlson moved to adjourn at 5:35 p.m., and the Commission unanimously concurred.

Timothy Williams
Commission Staff

RESOLUTION #1543

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1990. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF NOVEMBER, 1990.

Resolved, That the following non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1990, be approved:

3602 Library Page, Part-time

Deng, Xinu	Kung, Sam
Nicholson, Jane	To, Wing-Ling

AND FURTHER, That the following resignations of non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Farrell, Jason	Gilliam, Philip
Ha, Tri	Nguyen, Phong
Rickman, Gregg	Schanbeck, Jamie

PROPOSED ORDINANCE

[Library Commission Acceptance of Gifts]

AMENDING CHAPTER 10, ARTICLE XIII OF THE SAN FRANCISCO ADMINISTRATIVE CODE BY ADDING SECTION 10.117-105 THEREOF RELATING TO ACCEPTANCE OF GIFTS BY THE LIBRARY COMMISSION FOR THE CONSTRUCTION OF ADDITIONS OR ENHANCEMENTS TO THE NEW MAIN LIBRARY.

NOTE: This entire section is new.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 10, Article XIII of the San Francisco Administrative Code is hereby amended by adding section 10.117-105 thereof:

SEC. 10.117-105 LIBRARY COMMISSION ACCEPTANCE OF GIFTS FOR THE NEW MAIN LIBRARY.

(a) Acceptance of Monies and Property. The Library Commission of the City and County of San Francisco is hereby authorized to accept for use by the Library Department all gifts, donations and contributions of money, property and personal services which may be offered to the City and County of San

Francisco for the construction of additions or enhancements to the new main library.

(b) Establishment of Fund. There is hereby established a special fund created for the acceptance of gifts for the construction of additions or enhancements to the new main library, including without limitation, the receipt of funds to pay for furniture and equipment for the library. Said special funds shall be known as the Library Department Construction Fund.

(c) Appropriation of Monies. The monies in the fund, including interest earnings, are hereby appropriated exclusively for the purposes set forth in subsection (f) of this section.

(d) Interest. Interest earned from the fund shall become part of the principal thereof, and not be expended for any purpose other than those set forth in subsection (f) of this section.

(e) Accrual of Monies in Fund. The balance remaining in the fund at the close of any fiscal year shall be deemed to have been provided for a specific purpose within the meaning of Section 6.311 of the Charter and shall be carried forward and accumulated in the fund for the purposes recited herein.

(f) Authorization to Expend. The City Librarian, with approval by the Library Commission, may approve expenditures from the fund for the following purposes:

(1) Payment for the construction of additions or enhancements to the new main library.

(2) Payments of architecture and inspection charges to the Department of Public Works.

(3) Payment of fees to outside architects, interior designers, and engineers for designing additions or enhancements to the new main library.

(4) Payment for furniture and equipment for the new main library.

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City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Minutes

The Commission met in its regular monthly session on Tuesday, February 5, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:35 p.m. Present were Commissioners Coulter, Kalil, Romines, Carlson and Chin; Commissioners Normandy and Swig were excused.

Approval of Minutes

Commissioner Carlson made the motion to approve the minutes of the November 6, 1990, monthly Commission meeting, and the Commission unanimously concurred.

City Librarian's Report

Chief of Facilities Development Kathy Page provided an **update on the new Main Library.** She reported that approximately two-thirds of the interior space has been designed and that the Design Development Phase should be completed within one month, thus meeting its target date. Once completed, she said, the design will be presented at public meetings of both the Library Commission and the Visual Arts Committee of the Arts Commission. When the design has been approved by those bodies, the project will enter the working drawings phase, which will require about one year to complete. Ms. Page also reported that a contract for the design and selection of furniuture for the building was being finalized.

Ms. Page also provided an **update on branch library renovation,** summarized as follows.

1) Park Branch Library: Work is proceeding on schedule. The Branch may re-open in June.
2) Presidio Branch Library: Renovation will begin and the Branch will close in the latter part of March. While the Branch is closed, the Library for the Blind and Print Handicapped, which is housed in the same facility, will be moved to temporary quarters.
3) Sunset Branch Library: Renovation will begin and the Branch will close after Park Branch re-opens.
4) Chinatown Branch Library: The Library has made a pre-application for a Proposition 85 grant, which would provide $3 million in state funds to expand Chinatown Branch while it is being renovated. The State Library has evaluated the pre-

application as being very competitive, and the Library will submit a full application for the grant in July.

Chief of Branches Neel Parikh provided an **update on the temporary relocation of the Library for the Blind and Print Handicapped.** She announced that the Library for the Blind will close on March 23, 1991, while the facility undergoes renovation. She said that, in order to provide material over the duration of the move, a large number of books on tape will be mailed to patrons following closure. The service should re-open in its new location on Fillmore Street on April 16, she said, which information would be relayed to its patrons by tape as well as by letter.

City Librarian Kenneth Dowlin informed the Commission that the **proposed ordinance to streamline the acceptance of gifts for the new Main Library** had been referred to the Board of Supervisors' Finance Committee, but that no hearing date had yet been set.

Commissioner Carlson initiated the **discussion and approval of the categorizations of Library activities as either "mandated, "intrinsic" or "discretionary," as required by the Mayor's office for fiscal year 1991/92 budget preparations.** He explained that all city departments were required to submit such information this year. Staff had prepared a categorized list for Commission and patron consideration, he said, and both Commission committees had held their January meetings in branch libraries in order to solicit public comment. The Commissioner described the meeting which he had chaired at Parkside Branch as being exceptionally well attended and the public comment elicted as being both valuable and sympathetic to the hard choices posed by the Library's budget dilemma. After an explanation of the recommendations by staff, further comment from the public, especially regarding the intrinsic nature of the Library's services to the blind and deaf communities, and lengthy discussion among the Commissioners, the following categorization of Library activities, with additional suggestions and comments, was moved by Commissioner Carlson and unanimously approved by the Commission.

Tier 1: Legal Mandates and Obligations
Activities in this category are those which are required by law. Please note that the following list is not in a priority order.

Filing city government annual reports and official documents (Sec. 8.16, Administrative Code)
Distributing state tax forms (Chapter 918, Statutes of 1987)
Building the new Main Library (Proposition A/Public Library Facilities System Improvement Bonds, 1988)
Renovating the branch libraries (Proposition A/Public Library Facilities System Improvement Bonds, 1988)
Maintaining the federal documents depository collection (Title 44, Code of Federal Regulations)

Tier 2: Activities Intrinsic to the Library's Mission

The mission of the San Francisco Public Library is to be the focal institution for publicly supported access to reading, information and knowledge, reflecting the cultural, economic and linguistic diversity of its citizens.

Activities in this category are those which provide and facilitate free access to reading, information and knowledge for every San Franciscan. Please note that the following list is not in a priority order.

Providing trained staff
Selecting, acquiring and organizing books and other materials
Checking out materials
Developing and preserving Library collections
Answering questions
Helping Library patrons to choose books and other materials
Introducing children and adults to collections and services
Providing safe and secure facilities
Maintaining buildings and grounds
Providing specially trained staff to serve special populations (for example, children; the disabled; the non-English speaking)
Providing access to information and materials in other libraries by means of inter-library loan (ILL) and membership in the Bay Area Library and Information System (BALIS)
Operating the current number of branch libraries and reading centers
Offering a literacy program
Delivering Library materials to jail inmates
Providing bookmobile service to senior centers
Conducting mail-out sevice to the blind and print handicapped*
Providing specialized services for the deaf*
Archiving city government documents of potentially historical significance

*May be interpreted as being mandated by recent federal and state legislation promoting equal access for the handicapped

Tier 3: Discretionary Activities

Activities in this category are those which are duplicated within or without the Library system or which are supplemental for specialized services. Please note that the following list is not in a priority order.

Performing computer-assisted reference
Scheduling and monitoring public meeting rooms
Distributing federal tax forms
Producing audio-visual materials
Arranging exhibits
Distributing non-Library flyers, pamphlets and posters
Performing special reference service for city government agencies
Maintaining the current hours and days that services are available

Maintaining current levels of service (for example, the size of the collection or the number of professional staff) in the Main and branch libraries
Permitting Library materials to be returned to a facility other than where they were checked out
Planning and presenting special events such as films and lectures
Planning and conducting Library tours
Planning and conducting the Summer Reading Program
Compiling lists of recommended books for children and young adults
Recording and maintaining Dial-a-Story
Training volunteers to read to hospitalized children
Placing reserves or holds on books

Other Comments and Suggestions

Improve the facility and the staffing at Excelsior Branch
Involve the community more
Obtain different help from the Friends of the Library
Provide more training so as to obtain more flexible workers
Raise the cost of reserving a book
Champion new sources of city revenue
Vary evening hours among the branch libraries
Increase hours at the Main Library
Solicit gifts of selected, needed books
Raise overdue fines
Utilize volunteers as non-professional staff in order to enhance hours or service
Implement an "Adopt-a-Library Program" to raise funds
Aggressively pursue grants
Implement an opportunity for voluntary contributions to the Library on property tax bills
Raise general property tax rates on properties valued over $300,000 and dedicate some receipts to the Library
Raise local civil and criminal fines and earmark the receipts for the Library
Press for reduced city expenditures, for example by limiting salaries to under $100,000
Install a handicapped access ramp at Richmond Branch
Raise funds from the fat cats
Levy a charge for Library cards
Provide sanctuary (for example, to Conscientious Objectors to the Persian Gulf War)
Serve the needs of large, special groups of branch library patrons
Provide materials to support school curricula

Commissioner Carlson also initiated the **discussion and approval of the Library budget proposal for fiscal year 1991/92.** He directed attention to the line item budget proposal of several pages length, a complete copy of which is attached to the copies of these Minutes on permanent file in the Documents Department, and to a summary, which follows.

1991/92 Budget Request Summary

PERSONNEL COSTS	$17,608,531
(Permanent, craft and temporary salaries; fringe benefits; overtime)	
LIBRARY MATERIALS	1,550,820
(Books; magazines and journals; McNaughton Plan for leasing bestsellers)	
OPERATING EXPENSES	785,061
(Postage; telephone; supplies; BALIS membership; rents)	
SERVICES FROM OTHER CITY DEPARTMENTS	376,237
(Truck maintenance and fuel; gardening; light, heat and power; workmans compensation)	
CONTRACTUAL SERVICES	244,898
(Equipment and computer maintenance; burglar alarms; binding)	
EQUIPMENT	125,238
(Book trucks; microform readers; paperback racks; computers)	
TOTAL	$20,690,785

Commissioner Carlson pointed out that, while the 1991/92 budget was to be a baseline request for no more than the current year's amount, the Mayor's office had allowed the Library an increase of $34,000 to accommodate increased costs for magazines and journals. The Commissioner cautioned, however, that Library revenues from fees and charges have not met expectations and the resulting shortfall will necessitate a delay in filling one or more staff positions.

Commissioner Carlson also announced that Governor Wilson's state budget proposal for 1991/92 reduces the allocation to the Public Library Foundation by more than forty percent, which would in turn reduce the Library's revenue from the state by $178,000 - $185,000. Such a reduction, when combined with the shortfall in income from fees and charges, would result in next year's baseline budget being cut by approximately $248,000. The Commissioner pointed out that, although the State Legislature may reject or lessen the reduction to the P.L.F. funds, the Commission will need to consider options for coping with the potential cut. He added that estimates of next year's city revenues would not be completed for a few weeks yet.

Mr. Dowlin explained that the baseline budget figure was already contingent upon leaving vacant the equivalent of five staff positions, and that a further reduction would likely have to be accommodated in the same fashion. The only substantial allocations within the Library's budget, he said, are to salaries and books; the remaining categories are already too small to absorb a large cut. President Coulter and Commissioner Romines, citing public opinion as well as their own, expressed opposition to the notion of further reductions to the book budget. Mr. Dowlin asked that the Finance and Operations Committee, at its meeting in February, review options for further budget reductions. Commissioner Carlson agreed but suggested that the issue might require two meetings.

Commissioner Carlson moved for approval of the Library's baseline budget request, with the proviso that the Commission, at its earliest opportunity, will consider options for reductions. The Commission unanimously concurred.

Finance and Opeations Committee Report

Commissioner Carlson, Committee Chair, introduced Resolution #1544, approving non-Civil Service, temporary appointments and resignations. He moved for approval, and the Commission unanimously concurred.

Kathy Page presented information regarding **approval of revisions to the work program for Presidio Branch renovations,** which the Committee had approved at its January meeting. She explained that the preliminary estimated costs for the project had risen from $554,000 to $785,156, and that she had endeavored, at the Commission's direction, to identify all possible cost reductions. She recommended revisions which would reduce the cost of the project, as follows.

1) The Federal Emergency Management Agency (FEMA) will pay for some earthquake-related renovation totalling $21,000.
2) Another sum will be saved by not renovating the meeting room, by reducing the number of new electrical outlets and security lights to be installed, and by modifying existing doors for handicapped access rather than purchasing new ones.

The total savings, she said, will equal $56,640, and the total project cost will be $728,516. Commissioner Carlson moved for approval, and the Commission unanimously concurred.

Adjournment

There being no further public comment nor new business, Commissioner Carlson moved to adjourn at 6:55 p.m., and the Commission unanimously concurred.

Timothy Williams
Commission Staff

RESOLUTION #1544

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1991. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF JANUARY, 1991.

Resolved, That the following non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1991, be approved:

3602 Library Page,
Part-Time
Arroyo, Dolores
Yiu, Michelle

3616 Library Technical
Assistant I, Part-Time
Gao, Ping

3630 Librarian I,
Part-Time
Phillips, Margaret

8207 Buildings and Grounds
Patrol Officer, Part-Time
Hardy, David

AND FURTHER, That the following resignations of non-Civil Service temporary and part-time positions be accepted:

3602 Library Page,
Part-Time
Gabor, Atilla

San Francisco Public Library * F/Y 1990-91 **		F/Y 1990-91 **	F/Y 1990-91 **	F/Y 1991-92 *
Sub-Obj Title	Phase B Request	Mayor's Standardized	Final Standardized	Library Request
DEPARTMENT TOTALS				
001 PERMANENT SALARIES	11,153,198	12,039,869	11,952,589	11,878,914
003 SALARIES-CRAFT	837,587	896,102	889,828	916,160
010 OVERTIME	14,812	15,629	15,629	15,629
012 HOLIDAY PAY	1,823	1,933	1,933	1,933
020 TEMPORARY SALARIES	1,118,772	1,211,679	1,211,679	1,222,969
030 OTHER SALARY	1,823	0	0	0
060 MANDATORY FRINGE BENEF	3,375,836	3,460,216	3,439,620	3,572,926
100 PROFESSIONAL SERVICES	500	500	500	13,000
105 DATA/WORD PROCESSING	0	0	0	0
106 DATA PROCESSING MAINTE	96,800	96,800	86,968	86,968
109 OTHER CONTRACTUAL SERV	178,563	165,563	165,563	144,930
111 USE OF EMPLOYEE CARS	6,100	6,000	6,000	6,000
112 TRAVEL - MUNI	150	150	43	100
113 TRAINING	9,750	6,200	1,761	20,000
115 SEWER/SANITATION	15,232	15,232	15,232	13,600
120 OTHER SERVICES	779,200	770,107	719,607	720,170
123 TELEPHONE	148,800	147,310	147,310	147,310
130 MATERIALS AND SUPPLIES	262,037	257,837	254,392	283,611
140 FIXED CHARGES	2,625	2,625	2,625	2,625
144 MEMBERSHIP DUES	53,075	53,073	52,448	52,448
146 RENTS	78,678	78,678	57,264	72,642
203 CAPITAL PROJECTS	0	0	0	0
220 BOOKS AND EQUIPMENT	1,361,934	1,075,884	1,046,084	1,081,734
231 DATA PROCESSING EQUIPM	208,138	142,612	115,062	63,504
303 REAL ESTATE	4,765	4,985	4,985	4,985
310 CENTRAL SHOP-REPAIR	16,155	17,040	16,862	16,862
312 CIVIL SERVICE	5,000	2,000	2,000	2,000
313 CIVIL SERVICE-MGMT TRA	5,490	5,490	5,490	5,490
316 CENTRAL SHOP-FUEL	6,000	6,000	6,000	6,900
330 LIGHT HEAT & POWER	160,380	145,720	145,720	147,380
340 TOXIC WASTE-HAZ MAT	9,725	9,725	9,725	9,853
350 REPRODUCTION	6,000	5,110	5,110	4,600
365 EXHIBIT INSURANCE	250	250	250	250
370 WORKERS COMP	104,278	105,448	105,448	122,714
371 REC-PARK GARDENER	99,300	99,300	68,984	52,578
TOTAL	20,122,776	20,845,067	20,552,711	20,690,785
01 PERSONAL SERVICES	11,990,785	12,935,971	12,842,417	12,795,074
02 TEMPORARY SALARIES	1,120,595	1,211,679	1,211,679	1,222,969
03 OVERTIME & HOLIDAY	16,635	17,562	17,562	17,562
04 MAND. FRINGE BENEFITS	3,375,836	3,460,216	3,439,620	3,572,926
10 CONTRACTUAL SERVICES	1,366,848	1,339,613	1,252,696	1,277,168
11 MATERIAL & SUPPLIES	262,037	257,837	254,392	283,611
21 CAPITAL PROJECTS	0	0	0	0
22 CAPITAL OUTLAY	1,570,072	1,218,496	1,161,146	1,145,238
30 SERVICES OTHER DEPTS.	419,968	403,693	373,199	376,237
	20,122,776	20,845,067	20,552,711	20,690,785

San Francisco Public Library * F/Y 1990-91 **		F/Y 1990-91 **	F/Y 1990-91 **	F/Y 1991-92 *
Sub-Obj Title	Phase B Request	Mayor's Standardized	Final Standardized	Library Request
ACQUISITIONS				
001 PERMANENT SALARIES	2,050,557	2,177,107	2,158,867	2,169,764
003 SALARIES-CRAFT	50,359	52,731	52,361	66,298
010 OVERTIME				
020 TEMPORARY SALARIES	117,897	126,604	126,604	130,183
060 MANDATORY FRINGE BENEF	596,214	603,153	599,606	610,810
100 PROFESSIONAL SERVICES				
105 DATA/WORD PROCESSING				
106 DATA PROCESSING MAINTE	96,800	96,800	86,968	86,968
109 OTHER CONTRACTUAL SERV	48,000	35,000	35,000	39,000
111 USE OF EMPLOYEE CARS				
112 TRAVEL - MUNI				
113 TRAINING	3,000	1,500	426	
120 OTHER SERVICES	132,000	126,907	126,407	109,000
130 MATERIALS AND SUPPLIES	70,525	70,525	70,525	83,498
220 EQUIPMENT	12,019	10,114	2,664	2,625
231 DATA PROCESSING EQUIPM	128,935	115,796	88,246	63,504
340 CONTROLLER-DATA PROCES	12,500	12,383	12,383	
TOTAL	3,318,806	3,428,620	3,360,057	3,361,650
MANAGEMENT				
001 PERMANENT SALARIES	742,468	847,641	841,706	858,955
003 SALARIES-CRAFT				
010 OVERTIME	1,683	1,833	1,833	1,833
020 TEMPORARY SALARIES	13,603	14,608	14,608	22,319
060 MANDATORY FRINGE BENEF	187,383	201,614	200,264	235,205
100 PROFESSIONAL SERVICES				10,000
105 DATA/WORD PROCESSING				
109 OTHER CONTRACTUAL SERV				
111 USE OF EMPLOYEE CARS	600	600	600	600
112 TRAVEL				
113 TRAINING				20,000
120 OTHER SERVICES				
130 MATERIALS AND SUPPLIES	599	599	599	890
144 MEMBERSHIP DUES				
220 EQUIPMENT	550	550	550	
231 DATA PROCESSING EQUIPM				
312 CIVIL SERVICE	5,000	2,000	2,000	2,000
313 CIVIL SERVICE-MGMT TRA	5,490	5,490	5,490	5,490
350 REPRODUCTION	2,000	2,110	2,110	1,500
370 WORKERS COMP	104,278	105,448	105,448	122,714
TOTAL	1,063,654	1,182,493	1,175,208	1,281,506

San Francisco Public Library * F/Y 1990-91 **		F/Y 1990-91 **	F/Y 1990-91 **	F/Y 1991-92 *
Sub-Obj Title	Phase B Request	Mayor's Standardized	Final Standardized	Library Request
DIRECT SERVICES				
001 PERMANENT SALARIES	8,360,173	9,015,121	8,952,016	8,850,195
003 SALARIES-CRAFT	787,228	843,371	837,467	849,862
010 OVERTIME	13,129	13,796	13,796	13,796
012 HOLIDAY PAY	1,823	1,933	1,933	1,933
020 TEMPORARY SALARIES	987,272	1,070,467	1,070,467	1,070,467
030 OTHER SALARY	1,823			
060 MANDATORY FRINGE BENEF	2,592,239	2,655,449	2,639,750	2,726,911
100 PROFESSIONAL SERVICES	500	500	500	3,000
105 DATA/WORD PROCESSING				
106 DATA PROCESSING MAINTE				
109 OTHER CONTRACTUAL SERV	130,563	130,563	130,563	105,930
111 USE OF EMPLOYEE CARS	5,500	5,400	5,400	5,400
112 TRAVEL - MUNI	150	150	43	100
113 TRAINING	6,750	4,700	1,335	
115 SEWER/SANITATION	15,232	15,232	15,232	13,600
120 OTHER SERVICES	647,200	643,200	593,200	611,170
123 TELEPHONE	148,800	147,310	147,310	147,310
130 MATERIALS AND SUPPLIES	190,913	186,713	183,268	199,223
140 FIXED CHARGES	2,625	2,625	2,625	2,625
144 MEMBERSHIP DUES	53,075	53,073	52,448	52,448
146 RENTS	78,678	78,678	57,264	72,642
203 CAPITAL PROJECTS				
220 BOOKS AND EQUIPMENT	1,349,365	1,065,220	1,042,870	1,079,109
231 DATA PROCESSING EQUIPM	79,203	26,816	26,816	
303 REAL ESTATE	4,765	4,985	4,985	4,985
310 CENTRAL SHOP-REPAIR	16,155	17,040	16,862	16,862
316 CENTRAL SHOP-FUEL	6,000	6,000	6,000	6,900
318 BUILDING REPAIR				
330 LIGHT HEAT & POWER	160,380	145,720	145,720	147,380
335 TOXIC WASTE-HAZ MAT	9,725	9,725	9,725	9,853
365 EXHIBIT INSURANCE	250	250	250	250
350 REPRODUCTION	4,000	3,000	3,000	3,100
371 REC-PARK GARDENER	99,300	99,300	68,984	52,578
TOTAL	15,752,816	16,246,337	16,029,829	16,047,629

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Minutes

The Commission held its monthly meeting on Tuesday, March 5, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:40 p.m. Present were Commissioners Coulter, Kalil, Romines, Carlson, Sanger and Swig. Commissioner Chin was excused.

Approval of Minutes

Commissioner Carlson offered the motion to approve the minutes of the January 8, 1991, and February 5, 1991, monthly meetings, and the Commission unanimously concurred.

President's Report

President Coulter made an **introduction of the Commission's newest member, Ellen Ramsey Sanger**, as a professional land use and regional planner and a former Executive Director of the Foundation for San Francisco's Architectural Heritage. He said that he looked forward to her active participation in the many issues facing the San Francisco Public Library, and Commissioner Sanger replied that she was delighted to be a member of the Commission.

President Coulter requested **approval of Resolution #1545 commending former Commissioner E. Dennis Normandy III**, as follows.

> WHEREAS, Edward Dennis Normandy III, being a founder of the Filipinos in America Foundation, is a nationally eminent and accomplished leader of the Filipino-American community, and
>
> WHEREAS, Edward Dennis Normandy III has lent his time and talents to the leadership of many benevolent associations in San Francisco, including Catholic Charties and Junior Achievement, and
>
> WHEREAS, Edward Dennis Normandy III has established and presided over his own firms and achieved success and prominence in his chosen fields of advertising and sales promotion, and
>
> WHEREAS, Edward Dennis Normandy III has served as a diligent and esteemed member of the San Francisco Public Library Commission since 1987; now, therefore, be it

RESOLVED, That on behalf of all who use and support the Library, the members of the San Francisco Public Library Commission do hereby thank our colleague for his exceptional participation and service, commend him upon the occasion of his retirement from the Commission, and extend to him all our wishes for his good health and joy in the coming tide of years.

Commissioner Carlson made the motion to approve Resolution #1545, and the Commission unanimously concurred.

City Librarian's Report

An **update on branch library renovations and the temporary relocation of the Library for the Blind and Print Handicapped** was offered by Chief of Facilities Development Kathy Page, as follows.

1) Park Branch: construction has been underway since December, 1990; if work continues on schedule, the Branch will reopen in August, 1991.
2) Presidio Branch: scheduled to close after March 23, 1991, with construction anticipated to begin on or around April 8, 1991 and reopening expected in December, 1991; a public meeting was held February 27, 1991, to brief Branch patrons on the scope of the renovations; a meeting will be held to discuss any impact the construction will have upon the residents of property adjoining the Branch.
3) Library for the Blind: its patrons have been notified by mail and by audio cassette that the facility will close after March 23, 1991, and that it will reopen for full service in its temporary quarters by April 30, 1991 or earlier, according to Assistant Chief of Branches Gloria Hanson.
4) Sunset Branch: the scope of the renovations is being finalized.
5) Chinatown Branch: a formal application for additional funds, from the state Proposition 85 bonds, is pending.
6) Mission Branch: the possibility of additional funds, from the Library Services and Construction Act, is being explored.

City Librarian Kenneth Dowlin made a **report on borrowing privileges for the homeless.** He noted that S.F.P.L. had been a pioneer in developing a policy whereby a patron who cannot provide proof of residence may nevertheless obtain a borrowers card and check out Library materials. This policy, he said, had been developed in consultation with homeless advocates. He explained that the Commission had asked for periodic assessments to determine whether the policy resulted in an untenable loss rate from unreturned materials. After study, Mr. Dowlin declared, the Library has determined that the loss rate due to homeless patrons is higher than that due to patrons generally, but not so high as to require abolition of the policy. He recommended that the policy be continued, and the Commission concurred.

Mr. Dowlin reported on a **purchase offer for the part of the Fuhrman Bequest which comprises forty acres of uncultivated rural land in Monterey County.** He described the land as being without access except through neighboring property. He requested that the offer be referred to a Commission committee for consideration, and President Coulter referred the matter to the Finance and Operations Committee.

Finance and Operations Committee Report

Commissioner Carlson, Committee chair, reported that the Committee had met twice in February, on the 19th and the 26th, to consider **possible reductions to the fiscal year 1991/92 baseline budget.** The reductions, he explained, were due to Governor Wilson's proposal to reduce funding for the Public Library Foundation, which would cut approximately $175,000 from the Library's budget; in addition, the Library's revenue from its fees and charges is short of projections by approximately $75,000. Consequently, he said, the Mayor's office requested that the Library develop proposals to reduce its baseline budget by a little over $250,000. The Commissioner added that there was still no firm estimate of the magnitude of the city's budget shortfall, although an earlier estimate anticipated a deficit of between $116.9 to $158.3 million, reflecting diminished revenue due to the general economic downturn as well as the drought, higher expenditures due to scheduled salary increases averaging 5.5%, and cost of living increases in mandated services required of the city.

Commissioner Carlson related that staff had prepared a proposal to achieve the necessary savings in the Main and the branch libraries, essentially by consolidating the check out of all Main Library materials at the front Circulation Desk, thereby reducing by four the number of staff required; merging the management of two Main Library departments, thereby eliminating the salary of one department manager; and by reducing three neighborhood branches - Glen Park, Presidio and Potrero - to reading centers, thereby substituting the salaries for three library technicians for the salaries of the four librarians presently assigned to these sites. These measures, he said, would save in excess of $280,000. He explained that three additional measures - closing the Main Library on Mondays (while opening an additional evening), and reducing Park and Bernal Heights Branches to reading centers - had been proposed in the event that greater savings were required. The Commissioner announced that this proposal would be discussed at community meetings to be held the evenings of March 5th at Mission Branch, March 6th at Bernal Heights Branch, and March 7th at Richmond Branch, after which the Commission would convene on March 12th to take formal action.

In response to a question from Commissioner Sanger, Mr. Dowlin explained that revenue from fees and charges was less than projected because ealier this year the Library had raised some of its rates - for example, for lost borrowers cards and lost books - and had not anticipated that substantially fewer patrons would subsequently incur the charges.

In response to a question from President Coulter, Commissioner Carlson explained that, in order to select the branches to be reduced, staff analyzed usage statistics over a five year period, as well as considering such factors as proximity to other branches; how well a reduced staff could supervise the physical layout; size of population served; and a fair distribution of cuts throughout the city.

Responding to a question from Commissioner Kalil, Chief of Branches Neel Parikh explained that branches weren't analyzed on the basis of types of population being served, or the presence of under-served populations, because in the absence of current census data, there is no objective means of measuring that aspect. President Coulter cautioned that, given the Commission's resolve not to approve any further across-the-board cuts to the book budget, any remaining proposal is likely to incur substantial opposition from some special constituency. Mr. Dowlin pointed out that staff tried to develop measures that were as objective as possible, so that they may be used to determine any subsequent reductions that might be required.

In response to a question from President Coulter, Mr. Dowlin explained that when a branch is reduced to a reading center, the size of the book collection is not immediately reduced but rather declines over a period of years, due to fewer new purchases. He added that the Library hoped eventually to restore reading centers to full branch status, and asserted that until then, the new centers would continue to receive some new materials. Meanwhile, Mr. Dowlin said, the Library hoped to maintain the collection and hours at the large, Resource Branch nearest any reading center. President Coulter declared that the Commission intends to review all branch library hours to ascertain whether they provide the best access possible.

Responding to a question from President Coulter, Mr. Dowlin stated that, in the matter of utilizing volunteers to help keep the branches open, he believed that the Library should first reduce to a configuration that it can manage and then grow based on the volunteer help obtained, rather than attempting to recruit volunteers before the extent of reductions, or the level of volunteer interest, are known. He added that any reductions would go into effect whenever the city budget is finalized.

Four members of the public and one of the staff commented on the proposal, all negatively. President Coulter urged all interested parties to declare their opposition to the cuts in the Public Library Foundation by contacting their state legislators, to spur their neighborhood group to political or fundraising action, and to be ready to volunteer.

(At this point in the meeting, Commissioner Swig was obliged to depart.)

Commissioner Carlson introduced Resolution #1546, approving non-Civil Service, temporary appointments and resignations. He moved for approval, and the Commission unanimously concurred.

Planning Committee Report

Kathy Page offered a **report on artwork in the Main Library,** including the art in the present Main; artwork which is on offer from the Arts Commission; and artwork which will be commissioned as part of the new Main Library.

Ms. Page asked whether the Commission wished to transfer any of the existing artwork from the present to the new Main Library, describing the works as follows: fourteen murals, by Gottardo Piazzoni, which ring the grand staircase; two murals, painted by Frank Vincent Dumond, one displayed in the Humanities Department and the other in the Circulating Library; and a photographic panorama of San Francisco, displayed in the Peridicals Department (former Commission Room). She pointed out that, by design, there are few walls in the new Main Library, especially of sufficient size to accommodate the murals, but she offered the following possible locations: the interior walls of the fixed seat auditorium, should that be built; the walls of the auditorium or meeting space lobby; the walls of the San Francisco History Room/Center for the Book. She added that the architect, James Ingo Freed, had suggested that it would be difficult to incorporate the Piazzoni murals into the auditorium interior. Installation of the pieces in the branch libraries could also be considered, she said.

Responding to a question from Commissioner Carlson, Ms. Page related that the Asian Art Museum appears little interested in the Piazzoni murals, inasmuch as its preliminary plans for renovation of the existing Main Library include the removal of at least some of the walls which ring the grand staircase and on which the Piazzoni murals are displayed. In any event, the Library Commission must first decide whether it wishes to move the murals to the new building, she said. Commissioner Sanger expressed doubt that the Commission could make such a decision without the architects' analysis as to whether it is feasible to incorporate the works into the new Main.

Ms. Page relayed an offer from the Arts Commission of murals from the Panama-Pacific International Exposition of 1915. She explained that the size of the murals would again complicate their placement in the New Main, and that these works would be considered for the branches primarily. She added that these murals had been offered to many city departments, and she was uncertain what would be available to the Library.

Regarding artwork in the new Main Library, Ms. Page noted that up to two percent of the construction cost is designated for public art in the building. While the exact sum has yet to be negotiated between the City Architect and the Arts Commission, it could amount to as much as $1.8 million, she said. Meanwhile, the Arts Commission, after an extensive selection process, has identified four artists to collaborate with the architects in designing artwork which, she asserted, will be integral to the building, meaningful, positive, and placed for maximum visibility and minimal interference with Library operations. She described the artists and their concepts as follows.

Nayland Blake: for one wall of the main staircase, which will be in the middle of the building and adjacent to the atrium, a work consisting of up to two hundred, shallowly curved, 18" x 6" glass panels, back-lit, with author's names engraved in gold leaf; authors to be selected by the community.

Ann Hamilton: for the diagonal wall corresponding to Market Street, which will be featured on floors two through four, a work comprising embedded words or other visuals.

Lothar Baumgarten: for the Grove Street entrance, a work composed of "golden mean" design variations, etched in glass; perhaps also, for the glass wall of the fourth floor reading room, a work composed of etched text.

Alice Aycock: for the fifth floor roof garden, a work consisting of a free-standing sculpture, which the Arts Commission has indicated should be reconsidered.

Ms. Page pointed out that the Arts Commission had not yet approved any project, nor had any costs yet been estimated. President Coulter expressed concern that none of the works appeared to have the potential to symbolize the Library. Ms. Page responded that the works are still in an early stage of development and may yet be influenced.

In an **update on the new Main Library**, Mr. Dowlin noted that the Design Development Phase was nearing completion and that he anticipated presentations would be made to both the Arts Commission and the Library Commission in mid-April.

Regarding a **policy on Library advisory groups**, Commissioner Kalil, Planning Committee Chair, reported that President Coulter had drafted a policy in order to elicit staff and public reaction. The

Commissioner hoped to merge all input and present a completed policy to the Commission at its next meeting. She also reported that her Committee had served as a test audience for a presentation devised by President Coulter regarding the **San Francisco Public Library Compact.**

Public Comment

President Coulter was asked to expand upon a published quote; a suggestion was made regarding new Main Library publicity.

Adjournment

There having been no new business, Commissioner Carlson moved to adjourn at 6:06 p.m., and the Commission unanimously concurred.

Timothy Williams
Commission Staff

RESOLUTION #1546

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1991. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF FEBRUARY, 1991.

RESOLVED, that the following non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1991, be approved:

3602 Library Page, Part-time: Tran, Giang-Tien

3630 Librarian I, Part-time: Radcliffe, Sharon.

AND FURTHER, That the following resignations of non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-time: Bryan, Amber
Glinsky, Catherine
Hernandez, Jeanette
Tashina
Tse, Pamela.

City and County of San Francisco
Public Library Commission

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APR 2 1991

SAN FRANCISCO
PUBLIC LIBRARY

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Minutes

The Commission held a special meeting on Tuesday, March 12, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 7:10 p.m. Present were Commissioners Coulter, Romines, Carlson and Sanger. Commissioners Kalil, Chin and Swig were excused.

Commission Deliberations and Public Comment

President Coulter explained that the Commission was meeting specially in order to take action on proposals for reducing the fiscal year 1991/92 baseline budget by approximately $250,000, due to projected shortfalls in revenue from Library fees and from changes in funding for the State Library. He added that this was an unhappy undertaking for the Commission, which would much rather discuss how to augment the budget. He asked Commissioner Carlson, whose Finance and Operations Committee had been managing the budgetary process, to initiate the evening's deliberations.

Commissioner Carlson reiterated, from recent Commission meetings and Committee meetings as well as community meetings, that the Finance and Operations Committee was wrestling with a very difficult financial environment, as were most city departments and most state and federal agencies. The federal government, he said, anticipates a deficit of $250 billion in the current year; the State of California anticipates a current year deficit of $3 billion and next year one of $8-10 billion. Since 1978 and the passage of Proposition 13, he added, state revenues have increased, in good years, an average of three percent per year, while expenditures have been increasing an average of eight percent per year; the current state deficit is the result. The state deficit may remain for several years, he said, until revenues are brought more closely in line with expenditures.

The Commissioner continued, describing a city deficit for fiscal year 1991/92 that is projected to reach $116-158 million due to the following: the persistent drought, which will cost the city $215-225 million in revenue from the sale of hydro-electric power and may cost the city even more if additional water must be bought to meet city water needs; city salaries, which will rise on average 5.5%, or by $71 million; and the recession, which has undercut revenues from the sales tax, hotel tax, airport fees, property tax

reassessments and real estate transfer taxes. The Library may be one of the first city departments to have to bite the bullet while its baseline budget is reduced, he said, but it is not going to be the last department so affected, nor one of only a few departments to feel the pinch.

The Library faces its current dilemma, Commissioner Carlson explained, due to the State deficit, which has resulted in a proposal by Governor Wilson to reduce funding for the State Library by thirty-nine percent; consequently, S.F.P.L. expects its revenue from the State Library to be cut by $175,000. Furthermore, he noted, the revenue that the Library itself generates by means of fees and charges is $75,000 short of projections. As a result, the Commissioner declared, the Library must make a $250,000 reduction to its baseline budget, as a first budget cut but perhaps, given the city's bleak financial picture, not the last.

Commissioner Carlson agreed with President Coulter that the task before the Commission that night was an unpleasant and painful one, and that they would much rather be devising ways in which to increase Library collections and services. The Commission, he said, is considering long-term measures to alleviate the Library's chronic fiscal drought, such as private fund-raising and possibly a library tax. Regarding the latter, he explained that Proposition 13 allows a tax to be levied on property parcels or improvements in order to generate funds for library services; the Berkeley Public Library is funded in this fashion, as are two branch libraries in Goleta. Such a tax, however, could probably not be voted in and implemented in time to provide relief to next year's budget, he noted.

Commissioner Carlson concluded that there was no painless way in which to balance Library expenditures with current revenues, but that the Commission was interested in any ideas the public may suggest. He said that in response to suggestions offered at recent community meetings, the staff had revised its initial recommendations.

City Librarian Kenneth Dowlin introduced the revised recommendations with a reminder that, since 1985, the Library has lost ten percent of its librarians while the number of questions asked has risen by ten percent. He also pointed out that the 1990/91 budget, on which next year's budget is based, had been reduced by nearly $700,000, including a $360,000 deduction to the book budget, a staff reduction equivalent to three full-time positions, and less money for supplies, equipment, gardening and building maintenance.

The revised recommendations, Mr. Dowlin noted, reflect adherence to Commission directives, namely 1) that the book budget shall not be further reduced; 2) Technical Services shall retain the staff necessary to purchase and process all books and shall assume responsibility for all processing activities currently being performed by public service staff; 3) no facility shall be closed; 4) reductions shall be shared between the Main and Branch Libraries.

The City Librarian explained that, after listening to public suggestions at one Commission meeting, two Commission Committee meetings and five neighborhood meetings, the administration was submitting revised recommendations, as follows.

Action	Savings	Staff Reduction
A) **Consolidate circulating functions in the Main Library** Impact: All videos (Circulating Library), audio cassettes (Children's Room), and sheet music (Art and Music) would be circulated from the front desk. Two new security systems would need to be purchased at an estimated cost of $22,000. This change will be difficult to implement because of the physical constraints of the Main Library space.	$90,951	4 FTE
B) **Merge the management of the Circulating Library and Information Services.** Impact: Would result in a very large department with four separate locations on three different floors which could create a difficult management problem.	$69,531	1 FTE
C) **Reduce Glen Park from a neighborhood branch to a Reading Center** Impact: Change in staffing level, service level, and hours open for the Glen Park neighborhood. May result in increased use of Excelsior Branch.	$33,029	.6 FTE
D) **Reduce Presidio from a neighborhood branch to a Reading Center** Impact: Change in staffing level, service level, and hours open for the Presidio neighborhood. May result in increased use of Richmond Branch.	$36,323	.7 FTE
E) **Reduce staffing at the Potrero Branch** Impact: Change staffing to one librarian; reduce open hours by two to five hours per week. May result in increased use of Mission Branch and the Main.	$32,781	.7 FTE

F) **Reduce staffing at the Parkside Branch** $30,739 .5 FTE
Impact: Change staffing level by reducing one librarian, and adding clerical support staff; reduce open hours by two to five hours per week. May result in increased use of Sunset and West Portal Branches.

Total Savings: $293,354

The City Librarian also offered five alternative cost reduction measures for the Commission's consideration, as follows.

Alternative Action	Savings	Staff Reduction
G) **Reduce Main Library service hours by closing Monday and opening Wed. night** Impact: Main library would be open six days per week instead of the current seven days per week. Unique resources of the Main would not be available for one day each week.	$113,595	2.5 FTE
H) **Reduce Potrero from a neighborhood branch to a Reading Center** Impact: Change in staffing level, service level, and hours open for the Potrero neighborhood. May result in increased use of Mission Branch and the Main.	$65,532	1.6 FTE
I) **Reduce Park from a neighborhood branch to a Reading Center** Impact: Change in staffing level, service level, and hours open for the Haight Ashbury neighborhood. May result in increased use of Richmond and Sunset Branches.	$67,485	1.5 FTE
J) **Reduce Bernal from a neighborhood branch to a Reading Center** Impact: Change in staffing level, service level, and hours open for the Bernal neighborhood. May result in increased use of Excelsior and/or Mission Branches.	$58,034	1.3 FTE
K) **Reduce staffing at the North Beach Branch** Impact: Change staffing level by reducing one librarian, and adding clerical support staff; reduce open hours by two to five hours per week. May result in increased use of Marina and Chinatown Branches.	$30,739	.5 FTE

Mr. Dowlin added that the Library is interested in utilizing volunteers, but that an existing staff position would first need to be reassigned from other duties to providing the oversight and coordination that such an effort would require.

The City Librarian noted that the recommended measures had undergone some revision since first presented to the Commission: lesser reductions to staffing and hours at Potrero Branch were recommended, while compensatory reductions were suggested at Parkside Branch. Mr. Dowlin cautioned that the Library's budget would not be finalized until July and perhaps not until October, as was the case in the current fiscal year; the consideration of budget reductions may continue for six more months, he said.

Commissioner Carlson pointed out that the Commission was obliged that night to take some action which expressed an intention to reduce the baseline budget by $250,000 and to do so by cutting certain services, such as the administration had recommended; selection of the specific Branches to be affected, however, could be deferred to the April 2, 1991, Commission meeting. He added that time would remain in which the Commissioners could meet with patrons and supporters of any Branch recommended for reductions.

The ensuing public comment period produced many declarations, questions and suggestions, among them the following.

Write to Supervisor Gonzales, Finance Committee Chair, and state your opposition to any expenditures for deputy mayors.

The Commission should submit a full budget, including enhancements. (This position was reiterated by several speakers throughout the comment period.)

Reduce Library administrative staffing commensurate with reductions in public service staffing.

Make reductions across-the-board, or at least proportionate to a Branch's current share of the Library budget.

Place a library tax measure on the November, 1991, city ballot.

The San Francisco Labor Council pledged to work with the Commission to relieve the Library deficit.

Develop self-guided instructions to help patrons use the Library in case of staff reductions.

Maintain children's services.

The Librarians Guild offered the following proposals:

- don't acquiesce to any reduction to the baseline budget, but rather ask the Mayor to lobby the Governor for restoration of the full state funds for the Library;
- whatever cuts are made should be effected across-the-board and not only in public service departments;

- create no more reading centers;
- use volunteers to supplement but not replace paid staff;
- survey all classifications of Library employees to gauge support for five unpaid staff holidays next fiscal year, as an alternative to lay-offs;
- place a library tax on next November's ballot.

Allocate to the Library funds used to incarcerate non-violent criminals.

Raise the fee for reserving Library books.

Charge for loans of video tapes.

Solicit donations on tax bills.

To those who urged that no budget reductions be approved, Commissioner Carlson replied that to do so would be irresponsible because cuts will be made, either by the Commission or, less knowledgeably, by the Mayor's Office. Regarding the Library's administrative costs, he pointed out that only six percent of the Library budget is allocated to administration, compared to twelve percent at the Recreation and Park Department and fifteen percent at the Municipal Railway. Declaring that the Commission is trying to build a superlative Library system and that public participation was essential to that, the Commissioner urged listeners to lobby city and state officials on the Library's behalf.

President Coulter urged listeners to join either or both the Friends of the San Francisco Public Library, a volunteer group which raises funds for S.F.P.L., and Keep Libraries Alive (K L A), a volunteer group which coordinates lobbying efforts on behalf of the Library. He also pointed out that decades ago, when some newer branch libraries were built, some older branches were scheduled to be closed; while political pressure prevented any closures, the Board of Supervisors had subsequently never increased the Library's funding to accommodate all the new and old facilities. Consequently, he said, the Library has suffered chronic fiscal problems. He declared, however, that the Commission is committed to coping with the current budget dilemma without closing any site.

Responding to the Guild proposal, President Coulter expressed his interest and requested that the City Librarian consider it. He asserted that the Commission has never proposed replacing librarians with volunteers but is interested in the enrichment that volunteers, properly trained and assigned, can bring to the Library system.

Jane Winslow, Executive Director of the Friends of the San Francisco Public Library, observed that books and money could be donated to the Library via her volunteer group.

Concluding the public comment period, President Coulter expressed thanks for the eloquent and impressive testimony. He pointed out that further reductions will likely be requested within a few weeks, when the city begins to deal with its projected $158 million deficit. He encouraged all interested parties to convey their support for the Library to the Supervisors, especially the members of the Finance Committee. He requested that staff consider whether some proposed branch service reductions could be effected at one or more westside branch libraries, in order to distribute the cuts more equitably; investigate the efficacy and implementation of soliciting donations via tax bills; explore the process necessary to place a library tax measure on the ballot; and consider the Guild proposal for unpaid staff holidays.

Reiterating that the Commission needed to fulfill its obligation to recommend budget reductions even while further exploring alternatives, Commissioner Carlson offered the following motion, to which the Commission unanimously concurred:

> Recognizing an anticipated $75,000 shortfall in Library revenues and a $175,000 reduction in funding from the State Library, the Commission intends, if necessary, to reduce its baseline budget for Fiscal Year 1991/92 by consolidating selected services in the Main Library; reducing staffing levels at neighborhood branches; and reducing hours at neighborhood branches to reading center levels. These reductions are estimated to yield $293,354 in savings for the San Francisco Public Library FY 1991/92 budget previously submitted to the Mayor's budget staff. At its meeting on April 2, 1991, the Commission will determine which neighborhhood branches will be affected by budget reduction requirements.
>
> Several alternatives to these reductions have been proposed in community meetings during the past few weeks. The Commission and staff will continue to explore the feasibility and appropriateness of these alternatives.

There being no further business, Commissioner Carlson moved for adjournment and the Commission concurred at 9:25 p.m.

Timothy Williams

Timothy Williams
Commission Staff

City and County of San Francisco
Public Library Commission

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Meeting Minutes

The Commission held its monthly meeting on Tuesday, April 2, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:40 p.m. Present were Commissioners Coulter, Kalil, Romines, Carlson, Chin, and Sanger. Commissioner Swig was excused.

Approval of Minutes

Commissioner Sanger offered the motion to approve the minutes of the March 5, 1991, monthly Commission meeting, and the Commission unanimously concurred.

Consent Calendar

The Commission inaugurated this new agenda item to accommodate routine administrative matters, comprising primarily the approval of the monthly resolution approving temporary exempt and non-Civil Service appointments and resignations made during the prior month. Matters on the Consent Calendar will not be discussed nor voted upon individually, but rather a single vote, without discussion, will be taken on all calendared matters. Should any Commissioner wish it, any item will be taken off the Consent Calendar and be accorded individual discussion and approval. The Calendar might also be used for the approval of commemorative resolutions, such as those honoring staff retirements.

Commissioner Romines moved to approve the Consent Calendar - on this occasion, comprising Resolution #1547, approval of temporary exempt and non-Civil Service appointments made during the month of March, 1991 - and the Commission unanimously concurred.

City Librarian's Report

A ***report on National Library Week activities*** was made by Marcia Schneider, Community Relations Librarian. She noted that from April 14 - 20, libraries across the country will be participating in the annual celebration of libraries and literacy which takes place during National Library Week. This year's theme, she said, is "READ. SUCCEED," or alternately, "KIDS WHO READ SUCCEED."

Ms. Schneider explained that numerous studies have concluded that children who are read to are less likely to grow up illiterate. To that she added: those children who enjoy being read to are more likely to read to themselves. Children who develop reading skills,

she continued, are more likely to succeed in school and in life.

Ms. Schneider emphasized that librarians of the San Francisco Public Library have played important roles in promoting literacy through infant/toddler and pre-school storytimes, the Project Read literacy program, and all the variety of programs and services through which the Library connects people with books and reading.

To call attention to the fact that the Library is a key institution in the promotion of reading and literacy, Ms. Schneider announced that prominent authors, television personalities, newspaper columnists and community leaders will participate in a "celebrity read-aloud." A read-aloud will be held at the Main Library on April 16, from 7 - 8:30 p.m., she said, and six branch libraries - Chinatown, Glen Park, West Portal, North Beach, Ortega, and Western Addition - will host read-aloud programs on April 17.

Co-sponsorship of the programs was being provided, Ms. Schneider added, by the Friends of the Library, who will also conduct a booksale on the steps of the Main Library on April 16, from 11 a.m. - 3:00 p.m.

KGO-TV has also contributed significant support to this year's National Library Week activities, she said, by creating two new public service announcements which feature KGO'S news anchor, Richard Brown, and which were taped at the Western Addition Branch Library.

A request for ***approval of a grant application for Library Services and Construction Act funds to expand Mission Branch Library*** was presented by Neel Parikh, Acting Chief of Branches. She explained that the grant would allow the Library to add approximately one thousand square feet to Mission Branch space; increase the efficiency and safety within the building; provide for public meeting room space; reduce the number of staff currently required to open and operate the facility; and allow for some expenditure for new furnishings. The funds, she said, would be awarded as a 50/50 matching grant. Library Improvement Bond funds allocated for branch renovations would constitute the Library's match. She requested the Commission's approval of the following resolution.

Resolution #1549

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $1.5 MILLION AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE II OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR PUBLIC LIBRARY CONSTRUCTION.

WHEREAS, The California State Library has federal Library Services and Construction Act funds available to extend and improve public library facilities in areas where these facilities are inadequate; and

WHEREAS, Priorities for funding will be for projects serving communities whose minority populations significantly exceed the state average; and

WHEREAS, The Mission Branch Library renovation project is eligible for this funding and is in need of expansion and efficiency renovations beyond those funded through the Library Improvement Bond funding; and

WHEREAS, This program requires a minimum of at least fifty percent in non-federal matching funds which the San Francisco Public Library will provide from the Library Improvement Bond; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend funds not to exceed $1.5 million available through the California State Library from Title II of the Library Services and Construction Act for Public Library Construction; and, be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and, be it

FURTHER RESOLVED, That there are indirect costs of five percent contained in the budget of this grant.

Commissioner Chin moved for approval of Resolution #1549 and the Commission unanimously concurred.

Part of the Planning Committee Report was presented at this point in order to accommodate the schedules of two guest speakers.

Commissioner Kalil related that Chief of Facilities Development Kathy Page had made a report to the Planning Committee regarding the public art program for the new Main Library and the four artists who have been selected by the Arts Commission to create the artworks. The Commissioner explained that the Committee had requested some visual representation of the artists' works in order to augment verbal descriptions. Kathy Page then introduced two guest speakers from the Arts Commission, Jill Manton, Public Art Program Director, and her assistant, Susan Pontious, who had brought photographic slides showing some of the previous works by the selected artists.

Ms. Manton cautioned that the works featured in the slides would likely be quite different from the works that were to be created for the new Main Library, because the artists respond differently to each site or context. Furthermore, she said, the works created for the new Main will be the result of collaborations between the artists and the architects. She allowed that the slides would provide some sense of the perceptions and textures which might

inform the works commissioned for the Library. She offered to bring to the Commission models of the Library artworks when they are received by the Arts Commission.

It is a city ordinance passed in 1967, Ms. Manton reminded the Commission, which requires that up to two percent of a building's construction costs be allocated to public art. She added that the Arts Commission has proposed reserving a portion of that allocation for the acquisition of smaller artworks for the new Main; such works would reflect the rich cultural diversity of San Francisco and would likely be wall-mounted pieces. Ms. Pontious then presented the slides featuring works by selected artists Ann Hamilton, Lothar Baumgarten, Alice Aycock, and Nayland Blake.

Finance and Operations Committee Report

Commissioner Carlson, Committee Chair, relayed a staff ***report on a purchase offer for part of the Fuhrman Bequest which comprises forty acres of unimproved rural land in Monterey County***, as follows.

The city's Real Estate Department is in receipt of an offer to purchase a parcel of land which the Library and the Recreation and Park Department own as part of the Fuhrman Bequest. The land comprises forty acres of unimproved, rural land in Monterey County. The offer is for $400 - $500 per acre, for a maximum price of $20,000, of which the Library's share would be half, or $10,000. Proceeds from the sale would become part of the Fuhrman Fund and would be subject to the restrictions established in the Bequest, i.e., expenditure only "for the acquisition of additional books on economic and political subjects".

The Fuhrman Bequest includes six land parcels: 40 acres in Monterey County, as above; 40 acres of unimproved land in Kern County; 40 acres of industrial land in Fresno County; 160 acres of grazing land in Kern County; 440 acres of grazing land in Kern County; 800 acres of oil-producing land in Kern County.

According to the Real Estate Department, the parcel in Monterey County produces no income. Some land in the area is leased for grazing at an annual rate of $2 per acre, but there is doubt in the Real Estate Department that the Fuhrman land would fetch even that much, or any price at all.

The parcel is "land-locked," lacking any access except through ajacent properties, and is without water or power.

The Real Estate Department does not anticipate any change in the current use or zoning of the property in the foreseeable future.

The land is sought by a small corporation composed of seven landholders who own 800 acres surrounding the Fuhrman parcel. The declared use of this landholding is for hunting, rest and recreation, and seasonal lease of the land for cattle grazing. The land has been in the hands of these owners for twenty years. These potential buyers are not interested in a long-term lease.

According to the Real Estate Department, there is nothing to prohibit the sale of the Fuhrman property other than the policy of the Library and the Recreation and Park Commissions. To effect a sale, the Department recommends the following procedure.

1) The Library and the Recreation and Park Commissions approve respective resolutions authorizing the Real Estate Department to contract an independent appraiser and to negotiate a purchase and sale agreement with the buyer.

2) The Real Estate Department contracts with an independent appraiser who is a member of the Appraisal Institute, the highest certification for an appraiser and the most expensive type - at an estimated $1,000 in this instance - to consult. Such an appraiser is deemed to be both standard and adequate for this type of transaction by the Real Estate Department. The appraiser shall be paid by the prospective buyers.

3) If the land is appraised at less or the same value as purchase offer, then the Real Estate Department will recomend a direct sale and negotiate the purchase and sales agreement.

4) The Library and the Recreation and Park Commissions approve the agreement.

5) The Board of Supervisors approves the agreement and directs the Director of Property to conclude the sale.

Commissioner Carlson added that comparable property in the area had recently sold for approximately $350 per acre. He requested that staff enquire of the Real Estate Department whether the land holds any mineral value and if so, whether the mineral rights could be retained if the land were sold, as well as details of the appraisal process; he also requested that the Recreation and Park Commission be contacted as to their intentions.

Commissioner Carlson also initiated deliberations regarding ***potential service reductions in order to accommodate anticipated shortfalls in revenue to the fiscal year 1991/92 baseline budget.*** He reminded the Commission that at their last meeting they had concurred in certain measures in order to reduce the baseline budget for the coming fiscal year by approximately $250,000, which reflected a shortfall in the Library's own revenue from fees and

charges as well as an anticipated reduction in financial support from the State Library; the measures agreed upon were to consolidate certain services in the Main Library and to change staffing levels and public service hours in four branch libraries.

Determination of which branches to be so changed had been deferred to that evening, he said, in order to provide an opportunity for staff and Commissioners to meet with Library users and neighborhood residents who might be affected by some of the proposed reductions. The Commissioner related that the Acting Chief of Branches and he had met with a group of Parkside Branch users and on another occasion they'd met with a group of North Beach Branch patrons.

Throughout all of the meetings that the Commission has held or attended in the neighborhoods, Commissioner Carlson declared, there has been a great deal of concern and support for the Library, for identifying new sources of funding, and for more public involvement, perhaps by means of a volunteer program. In the meantime, he said, the Commission was obliged to select three or four branches to receive cuts in staffing and hours if the $250,000 reduction was to be met. Commissioner Carlson cautioned that the measures under consideration were likely to be only the first in a series of budget reductions that would be necessitated by the city and state budget deficits, and then the floor was opened to comment from the public.

Vince Russo, President of the Library Employees Union Chapter, stated that L.E.U.C. represents all Library employees except librarians, custodians and engineers. He said that he had polled his membership of 107 members and 49 fee-payers regarding the Librarians Guild proposal to offset the $250,000 shortfall in Library revenues with five unpaid staff holidays throughout the year. He reported survey results as follows: fifty-six percent of respondents would agree to five unpaid holidays provided there were neither layoffs nor a wage freeze; three percent would agree unconditionally to five unpaid holidays; thirty-seven percent rejected the proposal; and six percent would agree to two or three unpaid holidays on the condition that there were neither layoffs nor a wage freeze. Mr. Russo reported that among his membership there was a concern that, in order that the public not confuse them, unpaid holidays should be scheduled well apart from paid ones, and that there was also concern regarding any proration of sick and vacation leave, retirement benefits, etc.

Mr. Dowlin informed the Commission that the Administration had met with the City Attorney's staff to investigate the legal ramifications of the Guild proposal, and that there were significant legal concerns regarding liability issues. The City Attorney's office may wish to confer officially with the Commission on this matter, he said. Mr. Dowlin related that the Administration also sought to confer with the Employees Relations

Department of the Mayor's Office regarding implementation of the proposal. President Coulter extended the Commission's compliments to the employee unions for their willingness to propose such a measure.

Comments were offered in opposition to cuts at Parkside Branch, Presidio Branch, and to Monday service at the Main. A representative of the Council of Neighborhood Libraries offered the following statement: The Council of Neighborhood Libraries urges the Library Commission to commit itself to re-establishing and publicly confirming the importance of maintaining basic standards of library service. These standards include, but are not limited to, a professional librarian and appropriate support staff at each site and a basic book collection for adults and children, augmented by materials and services appropriate to the community and accessible to all ages and levels of mobility. Our Library should be open sufficient hours to offer reasonable access to its collection and services. It is encumbent upon the Commission, as the Library's designated public representatives, to demonstrate effective leadership in reversing the erosion of Library services. It is the Commission's responsibility to restore good service at each site, stabilize long-term funding for all of the San Francisco Public Library system, and to prepare for the integration of well-functioning neighborhood libraries with the modern facilities of the new Main Library.

President Coulter added that the Commission had received a petition with 350 signatures opposing reductions at Potrero Branch.

President Coulter also raised the issue of reductions to the Administrative staff and pointed out the importance of distributing cuts. Commissioner Carlson replied that by the time all the reductions had been taken which were necessary to accommodate both the city and state deficits, cuts would have been made to all divisions of the Library staff. So saying, Commissioner Carlson moved for approval of the following measures:

Action	Savings	Staff Reduction
A) **Consolidate circulating functions in the Main Library**	$90,951	4 FTE

Impact: All videos (Circulating Library), audio cassettes (Children's Room), and sheet music (Art and Music) would be circulated from the front desk. Two new security systems would need to be purchased at an estimated cost of $22,000. This change will be difficult to implement because of the physical constraints of the Main Library space.

B) **Merge the management of the Circulating Library and Information Services.**	$69,531	1 FTE

Impact: Would result in a very large department with 4 separate

locations on three different floors which could create a difficult management problem.

C) **Reduce Glen Park from a neighborhood branch to a Reading Center** $33,029 .6 FTE

Impact: Change in staffing level, service level, and hours open for the Glen Park neighborhood. May result in increased use of Excelsior Branch.

D) **Reduce Presidio from a neighborhood branch to a Reading Center** $36,323 .7 FTE

Impact: Change in staffing level, service level, and hours open for the Presidio neighborhood. May result in increased use of Richmond Branch.

E) **Reduce staffing at the Potrero Branch** $32,781 .7 FTE

Impact: Change staffing to 1 librarian, reduce open hours by 2 to 5 hours per week. May result in increased use of Mission Branch and the Main.

F) **Reduce staffing at the Parkside Branch** $30,739 .5 FTE

Impact: Change staffing level by reducing 1 librarian, and adding clerical support staff, reduce open hours by 2 to 5 hours per week. May result in increased use of Sunset and West Portal Branches.

Total Savings: $293,354

The Commission unanimously concurred. President Coulter emphasized that the measures reflected neither the Commission's desires nor a final response to the financial situations of the city and state. Commissioner Romines added that, as had been reiterated in the several public meeings held to discuss the Library budget, Library supporters need to contact their state and city legislators and actively, cordially, but forcefully present a case for greater library funding.

Commissioner Carlson concluded his Committee report by announcing that the ***ordinance to streamline acceptance of gifts for the new Main Library***, which the Commission had approved and submitted to the Supervisors, had been approved by the Board on the previous day.

Planning Committee Report

Commissioner Kalil, Committee Chair, introduced a discussion regarding ***staff concerns over air quality in the new Main Library building***, emphasizing that it was important not only to address such issues but to do so prior to construction.

Kathy Page reported that air quality in the new Main was a major concern of the design team as well as of the staff. A primary issue, she said, was whether the building utilizes natural or mechanical ventilation; that is, whether air is circulated within the building by means of opening and closing windows, or by means of a mechanically operated, electrically powered air circulation system. She summarized the pros and cons of each system as follows.

Natural ventilation, Pros: would provide direct outside air without risk of contamination with harmful matter from ductwork or other building material; always operational; cheaper.

Natural ventilation, Cons: because windows generally cannot refresh air beyond 15 feet and the new Main will have interior spaces as large as 190 feet by 300 feet, windows would be inadequate to ventilate the new building; fresh air is unfiltered and may contain such contaminants as auto exhaust; operating costs may actually be higher if open windows create such varied temperature zones inside the building that back-up heating or cooling systems are activated; open windows may compromise the efficiency of the smoke control system which will clear smoke fastest from a sealed building; open windows allow the introduction of more noise.

Mechanical ventilation, Pros: as it is being designed for the new Main Library, the mechanical system would provide a steady flow of filtered outside air to all spaces; would provide 100% outside air to the building over 90% of the time; would exchange the air in every space a minimum of six times per hour, or every ten minutes; would provide an even temperature and climate throughout the building; would be energy-efficient because it it would prevent the inappropriate activation of back-up heating or cooling systems.

Mechanical ventilation, Cons: mechanical systems may fail to function (the system being designed for the new Main minimizes this disadvantage by utilizing two parallel fan systems, which are connected to an emergency power system, and there is a manual system for opening vents and skylights as well); a mechanical system requires regular and thorough maintenance.

Ms. Page also broached a related issue, the effect of building materials on indoor air quality, and specifically a concern among some staff regarding the carpeting proposed for the new building. This posed a problem, she said, because the use of carpeting was a principle design strategy for minimizing noise in the building. A major problem with carpeting was the toxic fumes which are released by the solvents used in carpet adhesives but, she said, the carpet industry has committed itself to the quick development of adhesives

without solvents. Furthermore, she added, the carpeting could be installed well in advance of occupancy of the building, thus allowing time for the ventilation system to clear any fumes from the air before staff or public would be exposd.

Ms. Page stressed that the interior design of the building was at a very preliminary stage. Still to be investigated, she said, were such matters as the advantages of carpet tiles over carpet rolls, or Hepa vacuum cleaners - which, for a few hundred dollars more than other such machines, collect and retain even minute particles from carpet - over ordinary vacuums. Maintenance of the new building, she said, emerges time and again as a major concern, and needs to be ensured.

She reported that the design team was working to respond to staff concerns regarding indoor air quality and other issues by providing a meeting between concerned staff and building architects and engineering consultants, and by establishing on-going meetings with the Health and Safety Committee for the new Main Library, formed by the Librarians Guild and L.E.U.C.

Ms. Page also provided a ***report on the design development and space planning for the new Main Library.*** She stated that design development would be completed within two to three weeks; that an intense period of public presentations had begun; and that the design was currently being assessed for fulfillment of the building program as well as being tested by staff Space Planning Committees.

Ms. Page shared some of the preliminary results of her assessment. The ratio of gross square footage to assignable square footage, she explained, constituted the "efficiency" of the building. The building program, she said, had stipulated 75% efficiency for the new Main; the design so far has been assessed as being at 74% efficiency. The building program had specified 738 seats for patrons (excluding meeting rooms); the design so far provided 854. The program had called for 90 online catalog terminals; the design features 106.

In another matter related to the new building, Commissioner Kalil reported that her Committee recommended ***approval of a resolution regarding whether or not to move murals by Gottardo Piazzoni and murals by Frank Vincent DuMond from the present Main to the new Main Library.*** Citing the architects' opinion that the murals were too large to be accommodated in the new building, Commissioner Kalil moved for approval of the following measure.

Resolution #1548

DECLARING THE INTENTION OF THE LIBRARY COMMISSION NOT TO MOVE THE FOURTEEN MURALS BY GOTTARDO PIAZZONI NOR THE TWO MURALS BY

FRANK VINCENT DUMOND FROM THE PRESENT MAIN LIBRARY BUILDING, DUE TO SPACE CONSTRAINTS IN THE NEW MAIN LIBRARY BUILDING.

WHEREAS, The San Francisco Public Library has displayed, protected and maintained on the walls of the present Main Library fourteen murals by Gottardo Piazzoni and two murals by Frank Vincent DuMond; and,

WHEREAS, The Piazzoni and DuMond murals all measure eleven feet or more in height; and,

WHEREAS, Walls in the new Main Library will be few in number, in order that floorplans remain flexible and sight lines unobstructed, and will measure only eleven feet in height, thus affording no space for mural frames, bases or lighting; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission does hereby declare its intention not to move the fourteen murals by Gottardo Piazzoni nor the two murals by Frank Vincent DuMond from the present Main Library building, due to space constraints in the new Main Library building; and, be it

FURTHER RESOLVED, That the San Francisco Public Library Commission urges that all or a majority of any profit accruing from any sale of these murals be allocated to the Public Library, in recognition of its stewardship of these artworks for over seventy years.

The Commission unanimously concurred in the measure.

Commissioner Kalil also reported that her Committee had no recommendation to make at that time regarding two other artworks in the present Main Library: a panoramic photograph of San Francisco, which may be the work of Ansel Adams but which is also in need of restoration, at a cost yet to be determined; and a sculpture by Richard Mayer which, according to the architects, could be moved to the new building with little or no problem.

Regarding a ***report on a policy concerning library advisory groups***, the Commissioner announced that she would be meeting with staff in order to merge two existing draft proposals.

In conclusion, Commissioner Kalil stated that the Planning Committee is proving a popular forum for the discussion of issues, such as air quality, concerning the new Main Library. She suggested that, at a future date, it may be advisable to review the ***Commission by-laws*** to clarify the roles of the two standing committees as they pertain to the new Main.

President Coulter offered a reminder that a ***public meeting to discuss the design of the new Main Library and to obtain public input*** would be held at the present Main Library, in the Lurie Room, on Saturday, April 6, 1991, beginning at 1:30 p.m.

In the ***public comment*** period, Mr. Winchell Hayward reiterated his opposition to moving the Pioneer Monument and offered his opinion that the current design alternative, under which the statuary would be retained in its present location, is inadequate. He requested that the design alternative be revised to allow retention of the curb which encircles the sculpture.

At 7 p.m. Commissioner Romines moved for adjournment and the Commission unanimously concurred.

Timothy Williams
Commission Staff

Resolution #1547

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1991.

RESOLVED, That, in accordance with Charter Section 3.501, the following Temporary Exempt and non-Civil Service appointments which have been made by the City Librarian for the month of March, 1991, be approved:

3632, Librarian II, Full-time:	Chang, Rosalind
3630, Librarian I, Part-time:	Hutton, Catherine Lee, Corliss Mitchell, Hannah
3616, Library Technician I, Part-time:	Dunlap, Steven
3602, Library Page, Part-time:	Baczynski, Karine James, Arthur Wong, Edes

City and County of San Francisco
Public Library Commission

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PUBLIC LIBRARY

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STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

Meeting Minutes

The Library Commission held a special meeting on Tuesday, April 16, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:05 p.m. Present were Commissioners Coulter, Kalil, Carlson and Sanger; Commissioner Chin was present for the second half of the meeting but not for the vote on the new Main design development. Commissioners Romines and Swig were excused.

Commission Deliberations and Public Comment

With the Commission's consent, President Coulter reversed the order of the two topics on the agenda, and the meeting began with presentation and approval of the design development of the new Main Library.

Kenneth Dowlin, City Librarian, announced that the design development of the new building was essentially on budget, on schedule, and on program, the latter a reference to the "building program" which specified the criteria which the new Main and its designers would need to meet. Mr. Dowlin expressed his confidence that the design would produce a magnificent library that will meet the needs of San Franciscans into the future. He cautioned that the building interior was still being fine-tuned - for example, the interior design contract had not been awarded yet, he said - but he added that for most intents and purposes, the building design was complete. He credited Kathy Page, Chief of Facilities Development, with coordinating the project's multifarious participants and events, and for representing the views of Library patrons, staff and Commission to the design team.

Kathy Page explained that she sought Commission approval of the design developed for the new Main Library, adding that this was the second of three occasions when Commission approval would be needed to continue work on the new building. The first occasion, she said, occurred in October, 1990, when the Commission approved the schematic design; the third occasion, she said, will occur upon the completion of construction drawings, which she anticipated would occur in January or February, 1992.

Ms. Page noted that several units and departments within the building had been relocated, expanded or changed in some fashion

since the Commission was last formally presented the design in October. Several members of the design team, she said, had met with staff Space Planning Committees in order to develop the placement of furniture and equipment; sometimes these meetings confirmed the existing design elememts, and sometimes they revealed elements in need of further development.

Meetings also were held with numerous other groups interested in the new building, Ms. Page related, including Library staff in general; the public at large; members and representatives of the Disabled communities; the Fire Marshall; the Bureau of Building Inspection; the Bureau of Energy Conservation; even the Bicycle Advisory Committee. In addition, she said, meetings were called regarding special topics of interest, such as indoor air quality. In future, Ms. Page said, presentations would be made to the Civic Design Review Committee of the Arts Commission on April 17th, and to the Arts Commission as a whole in early May.

Ms. Page related that a few elements were still undergoing development, such as the main Circulation Desk; the amount of public seating on the third floor; and the auditorium/meeting room complex. Essentially, however, the design met and in some cases exceeded the building program, she concluded.

Cathy Simon, one of the two principal architects of the new Main Library, reiterated that the design had developed as a result of the energy and enthusiasm of many people, including the Library staff, the public, the Bureau of Architecture and the Chief Administrative Officer.

Ms. Simon declared that, to many people, the new Main Library is the most important project underway in San Francisco because it is an opportunity to complete a great and unique public space and complex of buildings. She asserted that the new building will be contextural to the space and a respectful neighbor to the old Library, at the same time that it also responds to Market Street and the "City of Commerce." She said that the design had not undergone changes so much as some design elements had been further developed and detailed.

James Ingo Freed, the other of the principal architects of the new Library, explained that much of the design development had involved working with engineers on such environmental issues as seismic safety, noise control, and indoor air quality. The design of the building's exterior also was refined, he said, including the choice of a single granite finish rather than the two which had been proposed. He presented the Commission with the voluminous drawings and documentation which comprised the design development.

President Coulter declared the design delightful and dramatic and particularly praised the center atrium. Responding to a question

from Commissioner Sanger, Mr. Freed cited the Altes Museum in East Berlin (the "Old Museum," Berlin's oldest and Germany's second oldest museum, erected 1824-30) as having partly inspired the atrium design.

In a public comment period, Mr. Winchell Hayward reiterated his request that the Commission approve the design with the proviso that the Pioneer Monument be retained in its location at the southeast corner of the building site, and that the new Library be scaled back at that corner by six feet or so in order to accommodate the statuary and the granite curb which encircles it.

President Coulter asserted that work would continue on some details of the design even after Commission approval. Commissioner Carlson, "with pride and pleasure," moved for approval of the Design Development Phase of the new Main Library, and the Commission unanimously concurred.

The Commission took a short recess, during which Commissioner Chin arrived.

When the meeting resumed, Mr. Dowlin presented to the Commission a proposal to reduce the Library's fiscal year 1991/92 baseline budget by a further $700,000.

The City Librarian explained that the Mayor's Office had requested all city departments to submit budget reductions amounting to 10% of their baseline budgets, in response to which the Library Administration had submitted reductions which spread the cuts equally between Management, Technical Services, Branches and the Main.

Subsequently, Mr. Dowlin continued, the Mayor's Office had requested instead that the Library's budget be reduced by roughly 3.5%, or $717,904, in addition to the $250,000 in cuts already adopted by the Library Commission. Under this plan, he said, the Main will be cut by $105,401; Branches by $28,204; Technical Services by $188,157; and Management and support services by $396,142, as follows:

Action	Staff Reduction
A) **Eliminate archivist position**	1 FTE

Impact: The Library's role as the archives agency for the City would be placed on hold. The Library would not assume any storage or provide access to City records.

B) **Reduce management position in Registration**
Impact: The Registration Department has been transferred from Technical Services to the Main Library. The staffing will be changed by eliminating the 1410, Chief Clerk position and adding a 3602, Library Page. Management of this department will become more difficult without the direct supervision of the day-to-day operations.

C) **Reduce Automation and Media Services** 1 FTE
Impact: A 1771, Media Production Specialist, will be reduced to half-time and a half-time 3610, Library Assistant, position in the Computer Room will be eliminated. Consequently, audio recordings for the Library for the Blind will be reduced by 50%, video production will be cut by 35% and telephone network support and maintenance will be reduced to once a month; preventive maintenance of computer hardware will be reduced; and access to the circulation system computer will be cut by four hours per week.

D) **Reduce staff in Chief of Main's office** .5 FTE
Impact: One half-time 3632, Librarian II, position will be eliminated. The gathering of management statistics and addressing of patron complaints will be seriously hampered. This reduction will eliminate the ability to handle current responsibilities of staff development and training, public exhibits and programs, coordination of equipment purchases and repairs. The Chief of Main's office is currently the only administrative office easily accessible for public inquiries and complaints. The loss of this position will seriously impact this function.

E) **Reorganize printing function** 2 FTE
Impact: The 1760, Offset Machine Operator, and the 5322 Graphic Artist positions will be eliminated. Consequently, Library printing will be limited to that which may be produced on a high speed copier to be purchased for a one-time cost of approximately $23,000. The Graphic Artist performs specialized design and art work in connection with the preparation for presentations, publications, flyers and signs for the entire Library system. The skills of the artist including drawings, sketches, cartoons and freehand lettering can not be replaced by computer graphics.

F) **Phase out Office of Adult Services** 2 FTE
Impact: The 3642, Adult Coordinator and the 3616, Library Technical Assistant I will be eliminated; the 1446, Secretary II, position will be reassigned; the 3632, Librarian II position will be reassigned to and will supervise the entire adult book selection process. Consequently, new procedures will need to be devised in order to allocate the book budget, prepare and monitor collection development grants and plans, expand special language collections and plan for preservation activities.

G) **Freeze the public catalog** 1 FTE
Impact: One 3616, Library Technical Assistant position and some part time page hours will be eliminated. Consequently, no more catalog cards would be purchased for or filed in the public catalogs in either the Main or the Branches; access to materials received after 7/1/91 and until the new online catalog is acquired (estimated 1992) would be limited to the data available via CLSI.

H) **Reduce collection maintenance** 1 FTE
Impact: One 3610, Library Assistant position and some part time page hours will be eliminated. Consequently, twenty-five percent or 4000 fewer volumes will be repaired annually; video processing for the Main Library will be cut to a minimum and out-of-print books would no longer be taken out of circulation in order to protect them from loss.

I) **Consolidate management of Order Dept. and Periodical Processing** 2 FTE
Impact: One 3618, Library Technical Assistant II, and one 1404, Clerk, positions in the Order Department will be eliminated. Consequently the Library will be less able to acquire specialized materials such as business services and trade directories.

J) **Reduce carpenter and part time custodial** 3.1 FTE
Impact: The 7344, Carpenter, position will be reduced to 36 hours weekly, two 3602, Library page positions and two part-time custodian positions will be eliminated. Consequently, the Library will be less able to repair shelving, chairs, tables and less able to maintain all facilities. The Branches will have fewer page hours for shelving etc.

K) **Reduce Personnel Office** .7 FTE
Impact: The 1222 Senior Payroll Clerk position will be eliminated via a retirement, and the 1242, Personnel Analyst, will be reduced to part-time. Consequently the personnel office will no longer have a person (other than the Personnel Officer) who can audit the payroll, write requisitions, monitor expenditures and perform position and requisition control.

L) **Eliminate Assistant City Librarian**
Impact: The 3668, Assistant City Librarian, position will be eliminated and one 1823, budget analyst position will be added. Consequently there would be no one to substitute in the absence of the City Librarian.

M) **Reorganize the Secretary/Accounting function** 1.3 FTE
Impact: The 1654, Principal Accountant, the 3610, Library Assistant, the 3634, Librarian III (Assistant to the Library Commission), and the part-time 7426, Elevator Operator, positions will be eliminated; one facilities manager position and one

accountant position will be added. Eventually, the present Secretary's duties will be split between a Facilities Manager and the Commission Secretary, and the 1823, Budget Analyst will assume supervision of Accounting.

This action will directly impact 25 positions and result in a net reduction of 15.6 full-time-equivalent positions. (A 4.4 % reduction in total staffing). In summary, it:

- Eliminates 2 senior administrators, reducing the top management staff by 18%
- Eliminates, reduces, or changes 23 middle management, and support positions.
- Reduces the Baseline budget by 3.5%, and combined with the previous cut by the Library Commission meets the target of a 5% reduction.

Total Savings: $717,904

Mr. Dowlin declared that the primary goal of this proposal was to reduce the Library budget by 3.5% while minimizing its impact on direct public services, but he noted that the delivery of some Library services may nonetheless be slower or more limited than in the past. President Coulter congratulated the City Librarian for taking the painful cuts from the administrative area rather than from front-line service providers.

In the public comment period that ensued, a suggestion was made that the Library charge fees for some of its services; the proposal was criticized for having been peremptorily submitted to the Mayor; the loss of positions held by the Assistant City Librarian, the Office of Adult Services and the Graphic Artist were bemoaned; the continuance of the Office of Children's Services was questioned in light of the abolition of O.A.S.; the proposal's effect on individuals and the loss of accumulated staff expertise was lamented; a suggestion was made that the Commission emulate the success of the School Board in consolidating facilities; and concern was voiced that remaining staff will not be sufficient to manage the new Main Library.

President Coulter and Commissioner Carlson expressed regret over the proposal but averred that it was necessary. As the proposal had been presented as information only, having already been submitted to and approved by the Mayor, no vote on the measure was taken.

There being no new business nor further public comment, Commissioner Carlson moved for adjournment and the Commission concurred at 5:30 p.m.

Timothy Williams, Commission Staff

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Meeting Minutes

The Commission held its monthly meeting on Tuesday, May 7, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:33 p.m. Present were Commissioners Coulter, Kalil, Carlson, Chin, and Sanger. Commissioners Romines and Swig were excused.

Approval of Minutes

Commissioner Carlson offered the motion to approve the minutes of the March 12, 1991, special meeting; the April 2, 1991, monthly meeting; and the April 16, 1991, special meeting. The Commission unanimously concurred.

Consent Calendar

Commissioner Carlson moved for approval of the Consent Calendar, which on this occasion comprised only the customary resolution approving temporary exempt and non-Civil Service appointments and resignations made during the month of March, 1991. The Commission unanimously concurred.

President's Report

Chief of Facilities Development Kathy Page reported on the approval of the Design Development of the new Main Library by the Arts Commission. She related that in its meeting on April 29, 1991, the full Arts Commission had concurred with the recommendation of its Civic Design Review Committee to approve the work. Ms. Page noted that at that meeting there had been considerable discussion of the design and in particular of the Hyde and Grove Streets facades and of the Pioneer Monument. She reported that the Arts Commission voted twelve to one for approval but requested that the architects add interest to the design for the sidewalk level of the Grove Street facade. She also reported that the Civic Design Review Committee had requested that the architects, before further approval is sought, provide drawings and specifications regarding the exterior hardware to be used on the new building.

Responding to a question from President Coulter, Ms. Page confirmed that approval of the next phase of development will likely be sought in January or February of 1992.

City Librarian's Report

City Librarian Kenneth Dowlin recounted that last year the Library had applied for a grant of Library Services and Construction Act funds, available from the State Library, in order to establish an after-school program for children. Due to staff vacancies, he explained, implementation of the program had been slowed but was now achieved.

Acting Coordinator of Children's Services Grace Ruth provided a detailed report on the Library's After School Kids (ASK) project at Western Addition Branch. Staff for the project, she said, had been assigned in mid-March and includes one full-time children's Librarian II, a children's Librarian I one day per week, and one full-time Library Technician I. She commended these individuals for working hard and creatively to launch the project on May 1st.

The project, she explained, provides various activities for children in the Library after school, Tuesday through Friday, 3 - 6 p.m. Assigned Library staff will be assisted by high school and adult volunteers of which, she said, there are at present ten who have completed two orientation/training sessions. Ms. Ruth noted that project staff are developing such instructional materials as a map of the Branch, a simplified explanation of the Dewey Decimal System and Library catalog, and a glossary of library terms. She added that staff had consulted with a number of individuals from Project Read as well as teachers of English as a Second Language in order to ensure that the materials developed were appropriate and accessible to as many children as possible.

The students benefiting by the project, said Ms. Ruth, come from a mixture of public, private and parochial schools from several different neighborhoods in the city. Nine of the volunteers, she said, are high school students, and were recruited from the Community Studies and Service Program of the San Francisco School Volunteers; the Teen Volunteer Program of the Recreation and Park Department; and Community Educational Services. She asserted that additional volunteers would soon be solicited from the Volunteer Center of San Francisco; the Community Involvement Center at San Francisco State University; and the Senior Volunteer Center. She affirmed that all of the current volunteers are enthusiastic and reliable.

Ms. Ruth related that the grant consultant from the State Library had observed the project on its opening day and was so favorably impressed that she later called to encourage the Library to apply for grant funds to continue the progarm next year.

Responding to questions from Commissioner Chin, Ms. Ruth confirmed that the project is a pilot one and currently available only at Western Addition Branch; that the present grant totals $81,000 for

six months operation; and confirmed that volunteers would also be solicited from area churches. Ms. Ruth credited Neel Parikh, formerly Coordinator of Children's Services and now Acting Chief of Branches, with writing the successful grant application, and she also commended the staff of Western Addition Branch for the welcome and support which they've accorded the project.

In introducing the report on a meeting with librarians of the San Francisco Unified School District, Mr. Dowlin stated that the meeting was part of a larger effort to increase communication and cooperation between the Library and the schools. He related that Neel Parikh last year had established a program to orient school library staff to Public Library services, and that she had also initiated the recent meeting.

Ms. Parikh reported that approximately sixty people attended the meeting, with school librarians comprising the majority. It was perhaps the first time in twenty years, she said, that the two groups had met. She described their discussion as focused on what services and resources would remain available to children in the wake of the budget reductions scheduled to take effect in the next fiscal year. In addition, she noted that presentations were made regarding the new Main Library, Public Library automation plans, and school library resources. The groups also discussed the exciting opportunities for resource sharing which automation may facilitate in the future.

Ms. Parikh also reported that due to budget reductions, the School District anticipates laying off all of the library technicians in the elementary schools; half the number of librarians in the middle schools; and some library support staff in the high schools. In addition, she said, the high school libraries will close one additional day per week.

Mr. Dowlin also informed the Commissioners of the Library's wish for the withdrawal of a grant application for $750,000 in L.S.C.A funds, available through the State Library, to supplement local Proposition A bond funds for the renovation of Mission Branch Library. The Commission had approved this application previously. Since then, Mr. Dowlin said, he had grown concerned that submission of that application might jeopardize approval of a contemporaneous application for over $3 million, also available through the State Library, to expand Chinatown Branch Library. He declared that, since the Department of Public Works would not begin the renovation of Mission Branch until after another year, the application for those supplemental funds could be deferred until then. In that fashion, he explained, the applications would not be rivals for State Library approval. He asserted that this postponement would not delay the work on Mission Branch, and that sources in Washington, D.C., have assured him that federal funding for the L.S.C.A. program was assured in the next fiscal year. The

Commissioners voiced no objection to the withdrawal of the grant application.

Finance and Operations Committee Report

Commissioner Carlson reported that the Committee, which he chairs, met on April 9th and again on April 30th.

The Commissioner introduced the Committee's recommendation for approval of an increase to the charge for postal reserves, from $0.25 to $0.50. He explained that postal reserves are the service whereby a patron may request a copy of a book that is not currently available; when a copy becomes available, the patron is notified by mail. Demands for this service are growing and the increased charge is intended to offset the cost of providing the service; the higher charge will not realize any profit, he said. The Commissioner added that the Committee's recommendation to increase the charge included a request for a staff report on any effects from the increase after six months have passed.

Neel Parikh expressed a concern present among the Branch Head Librarians regarding the increased charge. The higher charge, she related, might spur patrons to forego postal reserves and instead to request a list of all Library locations where a title may be currently available; the patron might then call several of those locations in search of a copy that is on the shelf. Providing such lists and handling such phone calls, she said, may add more to the cost of the service than the increased charge can offset. Consequently, she applauded the Committee's recommendation to require a review of the new charge after six months time.

Commissioner Carlson moved for approval of the $0.50 charge for postal reserves, and the Commission unanimously concurred.

Regarding approval of the next phase of branch library renovations, the Commission concurred with with Commissioner Carlson's suggestion that action on this item be deferred until next month's meeting. The Commissioner explained that he wished to confirm that postponement of the grant application to expand Mission Branch does not disrupt the renovation timetable, and he also wished to obtain an update from the Bureau of Architecture concerning the progress of the renovations currently underway.

Commissioner Carlson introduced Resolution #1551, authorizing the Library to apply for a grant of $125,000 in federal Library Services and Construction Act funds, for the acquisition of foreign language materials. He recounted how the Committee had approved a request to authorize an application for $35,000, for the acquisition of Asian language materials. Subsequently, he said, Mr. Dowlin had been encouraged by officials at the U.S. Department of Education to apply for the maximum grant of $125,000, for the

acquisition of materials in a broader range of foreign languages. The Commissioner added that the materials acquired would be at both adult and children's levels and would be placed both in the Main and in many branch libraries. He moved to approve the authorization to apply, and the Commission unanimously concurred.

Commissioner Carlson introduced Resolution #1552, authorizing the Library to apply for, accept and expend a grant of $3.1 million in state Proposition 85 funds, for the renovation and expansion of Chinatown Branch Library. He explained that this grant would supplement the $1.6 million in local Proposition A bond funds which have already been allocated to renovation at Chinatown Branch. Citing encouragement from the State Library, he moved for approval of the resolution.

Commissioner Sanger posed questions regarding community awareness of the project as well as whether an Environmental Impact Report would be required. Mr. Dowlin responded that the Library would invite Branch neighbors and patrons to meetings and hearings in order to acqaint them with renovation plans. Commissioner Carlson added that the Finance and Operations Committee may hold a meeting at the Chinatown Branch. Kathy Page announced that a community meeting regarding the renovations was scheduled for May 22, 1991, and she also reported that Elsie Wong, Head Librarian of Chinatown Branch, has begun to alert Chinatown neighborhood organizations to the upcoming changes. Russ Abel, of the Bureau of Architecture, related that the City Planning Department had reviewed the project and had ruled it exempt from an E.I.R.

The Commission then unanimously approved Resolution #1552.

Commissioner Carlson introduced Resolution #1553, authorizing the Library to apply for a grant of $70,000 in federal Library Services and Construction Act funds, for the continuation of the Partnership for Change program at Mission Branch. He noted that 1991/92 was the third and final year of this grant program. He moved for approval and the Commission unanimously concurred.

Commissioner Carlson introduced a Memorandum of Understanding among the Library Commission, the Chief Administrative Officer, and the Library Foundation of San Francisco. He explained that the M.O.U. delineates the role of each party in raising additional funds for the new Main Library, and he added that the document also delineates how much money is required, and when. He said that the M.O.U. was consistent with others which have been promulgated for similar purposes between city agencies and private organizations. He noted that the document incorporated editorial changes as suggested both by the Committee and by the Foundation. President Coulter pointed out that the M.O.U., combined with the recently enacted ordinance to streamline the acceptance of gifts for the new Main Library, establishes the legal process by which donations for

the new building may be expeditiously accepted and expended.

Responding to a concern of Commissioner Kalil, the Commission amended one sentence of the M.O.U., as follows: "The Foundation shall be responsible for all fundraising efforts, including advertising, events collections, etc., *for the implementation of the design, construction and furnishing of the New Main Library building.*" (Amendment italicized).

Commissioner Carlson moved for approval of the M.O.U., as amended, and the Commission unanimously concurred.

For the Commission's information, Commissioner Carlson relayed a report on the feasibility of applying public donations to staff salaries in order to maintain or increase public service hours. He noted that, in the course of the several community meetings held to discuss reductions to the Library's budget, some organizations and individuals had expressed interest in making monetary donations, provided that the funds were used to maintain or expand service. Library staff had investigated this question, he said, and had reported that the idea is possible but problematic.

Personnel Program Director John Maguire explained that there was concern on the part of the Controller's office as well as in the Library that contributors understand that many services may be maintained or expanded only by means of a sizable donation. An additional half day of open hours throughout one year, for instance, could require as much as $40,000. Commissioner Kalil reiterated those sentiments, and Commissioner Carlson agreed that contributors would be best advised not to offer donations to the Commission until their fund total was sufficient to underwrite the whole of the service desired.

New Business

Commissioner Carlson played a videotape, entitled "Ulysses," which demonstrated a form of educational technology currently under development by IBM. The technolgy utilizes a computer to provide a user with a wealth of information, opinion, cross-references and multimedia images of a given subject. The Commissioner cited the demonstration as an example of the sort of resource toward which the Library should be working.

Adjournment

There being no public comment, Commissioner Carlson moved to adjourn, and the Commission unanimously concurred at 5:50 p.m.

Timothy Williams
Commission Staff

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

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SAN FRANCISCO
PUBLIC LIBRARY

Meeting Minutes

The Library Commission held its monthly meeting on Tuesday, June 4, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:35 p.m. Present were Commissioners Coulter, Kalil, Romines, Chin, Sanger and Swig. Commissioner Carlson was excused.

Approval of minutes

Commissioner Sanger offered the motion to approve the minutes of the May 7, 1991, monthly meeting, and the Commission unanimously concurred.

Consent Calendar

Commissioner Romines moved for approval of the Consent Calendar, which comprised the customary resolution approving temporary exempt and non-Civil Service appointments and separations which occurred during the month of May, 1991. The Commission unanimously concurred.

City Librarian's Report

City Librarian Kenneth Dowlin introduced a request to amend Resolution #1554, regarding the Library's application for $3,100,000 in state Proposition 85 funds for the renovation and expansion of Chinatown Branch Library. Chief of Facilities Development Kathy Page added that the Library had only recently learned that the resolution, in order effectively to support the application, needed to be amended with five further resolve statements.

Ms. Page also discussed the application in general. She explained that if the application is successful, the Library would receive funds sufficient to expand Chinatown Branch from 8,000 to 17,340 square feet. She described some of the deficiencies of the Branch building at present, including lack of space; inadequate electrical capacity; no disabled access; scant acoustical control; lack of a mechanical ventilation system; seismic vulnerability (the building is rated a "3," which signifies that it may sustain serious damage in a major earthquake); no flexibility nor expandability (currently, books are shelved in every imaginable space, including the staff restroom); and insufficient seating for the public.

If the funds are awarded, Ms. Page said, the building will be seismically strengthened; there will be space enough to enlarge the book collection to 130,000 volumes; public space will be increased for both adult and child patrons; and a mezzanine floor will be created that will feature tutoring rooms, a conference room, a microcomputer laboratory, microform storage, and a staff room.

Regarding a plan of service for an expanded Chinatown Branch Library, Acting Chief of Branches Neel Parikh added the following observations:

A clearly articulated plan of services for the year 2010 is an important element in developing the building program for the expanded Chinatown Branch Library. Services and spatial requirements are based upon the needs of the communities served and the service roles identified as a focus for library services.

The primary service area for the branch is the Chinatown community. A secondary community served is the Chinese population residing in other communities of San Francisco and the Bay Area, in particular Asian immigrants. The branch will focus on the following service roles:

Reference Center: Provides timely, accurate, and useful information, in English, Chinese and Vietnamese for pursuing personal, job-related or other information interests.

Popular Materials Center: Features current, high-demand, high-interest materials in a variety of formats for all ages and meeting community needs in English, Chinese and Vietnamese.

Immigrant Services Center: Supports Asian immigrants of all ages in pursuing information and survival skills in their new nation, including career and citizenship information, English as a second language learning and community service referral.

Secondary service roles will be:

Community Information Center: Provide a clearinghouse for current and historic information on Chinatown and San Francisco Asian organizations, concerns and services.

Community Activities Center: Serve as a focal point for Chinatown and Asian community activities, meetings, and educational services and cultural programming.

This service plan is based upon a library needs assessment survey conducted in 1990, input from community service coalitions, regional planning and development groups, and library experience serving the Chinatown community.

Chinatown Branch Expansion - Library Plan of Service

The expanded Chinatown branch will provide the following services:

- Over 70,000 books for adults in Chinese, Vietnamese and English to support sophisticated information queries.
- Over 20,000 books for children in Chinese, Vietnamese and English.
- Over 300 newspaper and periodical subscriptions in English, Chinese and Vietnamese covering China, Hong Kong, Taiwan, Asia and United States.
- Asian interest book collection of information on China, Asia, Chinese Americans and other Asian Americans.
- Skills and learning resources emphasizing career information, computer literacy, citizenship and language learning.
- Collection of over 3,000 video and audio cassettes, including language learning, for adults, teenagers and children.
- Information services on-site, by phone and by datalink, in English, Chinese and Vietnamese for all ages.
- Chinese and Vietnamese speaking staff available during all open hours.
- Microcomputer learning laboratory with over 35 public access microcomputers for adult use.
- Microcomputer learning and game areas for children.
- Two tutorial/video viewing rooms.
- Three meeting/program rooms (capacity 180, 60 and 24).
- Meeting room (capacity 180) available when library closed.
- Chinese, English and Vietnamese large print books and audio cassettes for older adults.
- Collection and area designated for teenagers and including popular books and audio cassettes.
- Seating for 88 adults and 60 child readers.
- Youth internships and training programs for Asian youth through work-study, volunteer and summer work programs.
- Information files in English and Chinese about Chinatown, Asian Americans, Chinese customs and culture, business, planning and other local information.
- Microform copies of over 100 Asian periodicals.
- Programs and outreach for preschool and school-age children, their parents, schools and children's services.
- Resource and referral files for Chinatown and Asian community agencies and groups.
- Postings of notices and flyers announcing community agency activities, classes and cultural events.
- City/Community College learning opportunities in the library: tutoring, ESL/TOEFL, citizenship and computer learning center Classes.
- After school services and programs for latch-key children.
- State-of-the-art technology to link with clients and businesses.
- Cultural and educational programs.
- Municipal and Chinese cable programming.

Staff has discussed and received support for the need for branch expansion from 19 community agencies, including Asian Neighborhood Design, Chinatown Resource Center, Chinatown Neighborhood Improvement Association, Chinatown/North Beach Community College Center, Chinatown Merchants Association, Chinese Chamber of Commerce, WuYee Referral Center, YWCA, YMCA, Cameron House, Community Educational Services, Chinatown Youth Center, Vietnamese Youth Development Center, Chinese for Affirmative Action, City College of San Francisco, Chinese Newcomers Service Center, Chinatown Environmental Control Task Force and others.

During May, 1991, Chinatown staff sought community feedback for the service plans and preliminary building plans. A public meeting was held in the branch on May 22. Elsie Wong, Branch Manager, will be presenting the plan at meetings of key community planning groups. Suggestions received at these meetings will be incorporated in the final building program.

Ms. Parikh added that an advisory group will be formed to assist the Library in the final planning, including the selection of a site to house the Branch while the building undergoes construction.

In response to a question from Commissioner Sanger, Ms. Parikh asserted that the plans include some provision for every service for which the public had so far expressed a need. Responding to a question from Commissioner Kalil, Ms. Page declared that if funds are awarded, the Branch would be closed for construction from July, 1992, until January, 1994.

Commissioner Chin moved to amend Resolution #1552, as follows, and the Commission unanimously concurred (amendments are italicized).

Resolution #1552, As Amended

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $3,100,000 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM THE CALIFORNIA LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 1988.

WHEREAS, The California State Library has state funds available to extend and improve public library facilities providing direct public service; and,

WHEREAS, Priorities for funding will include projects that target service to specific segments of California's ethnically diverse population; and,

WHEREAS, The Chinatown Branch Library renovation and expansion project qualifies for this funding and needs expansion and renovation far beyond the scope of work covered by the Library Improvement Bond of 1988; and,

WHEREAS, This program requires 35% in matching funds which the San Francisco Public Library will provide from the Library Improvement Bond of 1988; now, therefore be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend funds not to exceed $3,100,000 available through the California State Library from the California Library Construction and Renovation Bond Act of 1988; and be it

FURTHER RESOLVED, That the project budget contained in the application is certified; and be it

FURTHER RESOLVED, That the commitment of local matching funds is certified; and be it

FURTHER RESOLVED, That the San Francisco Public Library's ability to finance the supplemental funds necessary to complete the project in a timely manner is certified; and be it

FURTHER RESOLVED, That the local matching and supplemental funds will be available when needed to meet the project's cash flow requirements is certified; and be it

FURTHER RESOLVED, That the accuracy and truthfulness of all information contained in the application is certified; and be it

FURTHER RESOLVED, That the San Francisco Public Library agrees to operate the expanded Chinatown Branch Library and to provide direct public library service therein.

Commissioner Swig moved for approval of the Plan of Service for an expanded Chinatown Branch Library, and the Commission unanimously concurred.

Mr. Dowlin then introduced a report on automation projects. Automation Coordinator Ed McBride described the current automated circulation system as twelve to fifteen years old and technologically out-of-date.

Regarding a new system, Mr. McBride announced that the Request For Proposal (RFP) document is largely completed; about 180 pages long, it provides a full description of the Library's requirements for a new system, including a method for scoring the vendor responses so as to rank them. In the week of May 20th, he said, vendors were mailed a letter outlining the scale of the Library's project and the minimum requirements expected, that is: 1) that the vendor have in operation customer sites with at least 600 terminals; 2) that the vendor have customers with two million bibliographic records in their databases; and 3) that the vendor must have previously converted at least two CLSI databases.

According to Mr. McBride, vendors have until June 14th to respond to the minimum requirements; on July 1st, an RFP will be issued to those vendors who can satisfy the Library's needs. By the end of August, 1991, he said, a system shall have been selected, with contract negotiation and installation to follow.

Responding to a question from Commissioner Chin, Mr. McBride estimated the cost of the new system at $1.2 to $1.5 million. He explained that the system would be acquired by a lease/purchase arrangement in which Federal Emergency Management Agency (FEMA) funds would comprise a down payment, and the $80,000 per year which the Library currently budgets to maintain its old sustem would be allocated instead to annual lease payments.

Mr. Dowlin added that the Library considers itself a "headline customer" and intended to use its status to leverage the best deal. Mr. McBride pointed out that the new system will be one of the largest in libraries nationwide.

Mr. Dowlin alerted the Commission to an exhibit of some of the treasures from the Library's calligraphy collection. He explained that the Special Collections Department had collaborated with the Friends of Calligraphy to develop the exhibit, an accompanying booklet and a calendar of activities. Special Collections Department Head Librarian, Faun McInnis, acknowledged Suzie Taylor of her staff as the driving force behind the exhibit, and extended thanks to the Friends of Calligraphy for their crucial support.

Planning Committee Report

Commissioner Kalil, Committee Chair, commended the staff for the impressive outreach that it undertook to secure community input to the Chinatown expansion plans.

In an update on the new Main Library project, Kathy Page informed the Commission that on the evening of June 7th the plans for the new building would be discussed at a meeting of the City Planning Commission.

Ms. Page reported that she and her staff were at present engaged in gathering information regarding health and safety issues in the new Main, particularly concerning indoor air quality, operable windows in staff areas, and staff-only roof terraces. She related that she had been working with the New Main Library Health and Safety Committee to prepare for a general staff meeting on June 14th; at that meeting, she will report upon any information and decisions obtained so far, as well as solicit any additional staff concerns. Such meetings, she hoped, would be regularly scheduled and would serve as forums for the exchange of ideas.

The Construction Documents Phase of the project has begun, she said, and meanwhile work would continue on furniture selection; automation/telecommunication requirements; building maintenance and security; graphics and signage; parking; book conveyer system; and further refinement of some spaces, such as the Friends of the Library retail store.

In response to a question from President Coulter, Ms. Page confirmed that the new Main Library project remains on time, on budget and on program. Commissioner Kalil added that the Commissioners had received a second letter from some staff members which reiterated concerns regarding carpeting and operable windows. Ms. Page related that she understands some staff to be concerned that the Library not merely require a building design that is healthful and safe, but that it also commit itself to maintaining the healthfulness and safety of the building.

Regarding a policy on Library support groups, Commissioner Kalil reported that the latest draft had proven unsatisfactory and will be re-drafted.

Mr. Dowlin proposed that the Commission plan for a special session to revise and update the Library's Strategic Plan. He asked that the session be held before the next cycle for budget preparation begins in October. The Commission agreed to poll members as to their availability at that time of year and then to choose a date.

Finance and Operations Committee Report

Commissioner Romines, Committee member, provided an update on the branch library renovation program. He reported that the Committee had been informed of additional expenditures of $66,000 for unanticipated but necessary expenses incurred in the renovations at Park Branch Library; the additional money would be drawn from Proposition A bond funds.

Although the Committee had been so concerned by this development that it continued its deliberations to a second meeting in May, Commissioner Romines related that the Committee nonetheless concluded that the expenditures were 1) necessary to reopen the Branch, and 2) less likely to recur due to changes instituted in the Bureau of Architecture's management and quality control of the remaining renovation projects.

Russ Abel, of the Bureau of Architecture, explained that the over-runs resulted in part from a lack of complete, original building plans; a minimal contingency fund; and use of a new and unfamiliar technology which is being employed in the seismic upgrade.

Commissioner Romines moved to approve the additional expenditures. After a discussion in which several of the Commissioners expressed their displeasure with the overruns and their concern over the erosion of renovation funds, the Commissioners approved the expenditures by a vote of four in favor, two opposed.

The Committee had been asked for its recommendation regarding a change and reduction in the hours of service at Glen Park, Presidio, Parkside and Potrero Branch Libraries, Commissioner

Romines said. The changes, he related, resulted from a previous Commission decision on budget reductions and subsequent patron input. He noted that the changes would take effect on August 1, 1991.

Acting Chief of Branches Neel Parikh added that the new hours of service reflected patron suggestions that the Library be open to new schedules and that it minimize reductions in children's services especially. Ms. Parikh offered the following observations also.

The recommendations for new public service hours at the affected branches are based on the following information:

- Current use patterns at the sites.
- Informal patron and community input.
- Staffing considerations in the Cluster/region.
- Advice and evaluation of Neighborhood Council.

These new hours of service will be carefully evaluated over a twelve month period, with adjustments made within that period as necessary. (Hours for Presidio Branch will not be recommended until the branch is ready to reopen after renovation.) The recommended changes for the other branches are:

Glen Park Branch - Change to Reading Center

Current Hours		New Hours	
Monday:	1:00 - 6:00	Monday:	1:00 - 6:00
Tuesday:	10:00 - 12:00	Tuesday:	1:00 - 6:00
	1:00 - 6:00		
Wednesday:	1:00 - 9:00	Wednesday:	3:00 - 8:00
Thursday:	1:00 - 6:00	Thursday:	1:00 - 6:00
Friday:	1:00 - 6:00	Friday:	Closed
Total Open Hours:	30	Total Open Hours:	20

Parkside Branch Reduction

Current Hours		New Hours	
Monday:	1:00 - 6:00	Monday:	2:00 - 6:00
Tuesday:	10:00 - 6:00	Tuesday:	10:00 - 6:00
Wednesday:	1:00 - 9:00	Wednesday:	2:00 - 9:00
Thursday:	1:00 - 6:00	Thursday:	2:00 - 6:00
Friday:	1:00 - 6:00	Friday:	2:00 - 6:00
Total Open Hours:	31	Total Open Hours:	27

Potrero Branch Reduction

Current Hours		New Hours	
Monday:	Closed	Monday:	Closed
Tuesday:	10:00 - 12:00	Tuesday:	1:00 - 6:00
	1:00 - 6:00		
Wednesday:	1:00 - 9:00	Wednesday:	1:00 - 8:00
Thursday:	1:00 - 6:00	Thursday:	1:00 - 6:00
Friday:	1:00 - 6:00	Friday:	1:00 - 6:00
Saturday:	1:00 - 6:00	Saturday:	1:00 - 6:00
Total Open Hours:	30	Total Open Hours:	27

Rationale

Glen Park: The recommended hours of service are consistent with other Reading Center hours. Programming for preschoolers and schools will be scheduled when the Center is closed. The recommendation proposes a later-than-usual night for a Center. This is based on current experiences: twenty-seven percent of current branch circulation on Wednesday's takes place from 5:30 to 7:30 PM.

Potrero: Reductions account for a twenty-seven percent reduction in staff hours and a ten percent reduction in open hours. Based on 1989/90 data, branch workload and use patterns show around 29.1 patron visits and 30.2 books circulated per open hour. We estimate that the new staffing will be able to handle this work level and that the revised open hours can be supported in the region. Mornings are currently the lightest time of use. Preschool and children's programming takes place in the evening and afternoon. The 8:00 to 9:00 PM hour is also very light and this closing is consistent with closing hours nearby of neighborhood shops and services.

Parkside: Reductions account for a ten percent reduction in total staff hours (thirty-three percent of Librarian hours and an additional fifty percent of clerical staff hours) and a thirteen percent reduction in open hours. Based on 1989/90 data, branch workload and use patterns show around fifty patron visits and sixty-eight books circulated per open hour. The librarian reduction will have a significant impact on librarian coverage and flexibility in the very busy Outer Sunset branches. Based on current workload and anticipated cluster staffing problems, our recommendation would be to close the branch one day a week. However, because of neighborhood concern, we chose to reduce hours four days per week. Students from Lincoln High School are major users of this branch. The later afternoon open hour will not adversely effect that population.

Commissioner Romines moved for approval of the new schedules and the Commission unanimously concurred.

Th following resolution to authorize a grant application was next introduced by Commissioner Romines and unanimously approved by the Commission.

Resolution #1555

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $66,220 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1991/92.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible for these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $66,220 for designated Major Urban Resource Libraries; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and, be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

There was no new business. During public comment, Librarian's Guild President Cathy Bremer enquired whether the Commission would solicit staff input to the performance evaluation of the City Librarian. President Coulter responded that the Commission was willing to hear comments at any time, but that the evaluation itself was confidential. Responding to a question from Ms. Bremer, President Coulter asserted that the evaluation was conducted in June of every year.

At 6:08 p.m., Commissioner Romines moved to adjourn into Closed Session for the purpose of evaluating the performance of the City Librarian and of the Secretary to the Library Commission; the Commission unanimously concurred. At 6:50 p.m., the Commission reconvened in open session to announce that it would continue the evaluations at its next meeting, following which Commissioner Romines moved to adjourn and the Commission unanimously concurred.

Timothy Williams
Commission Staff

City and County of San Francisco
Public Library Commission

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RICHARD P. WALSH
Commission Secretary

Meeting Minutes

The Library Commission held its monthly meeting on Tuesday, July 2, 1991, in the Lurie Room, Main Library.

Call to Order and Roll Call

The meeting was called to order at 4:35 p.m. Present were Commissioners Coulter, Romines, Carlson, and Chin. Commissioners Kalil, Sanger and Swig were excused.

Approval of minutes

Commissioner Romines offered the motion to approve the minutes of the June 4, 1991, monthly meeting, and the Commission unanimously concurred.

Consent Calendar

Commissioner Carlson moved for approval of the Consent Calendar, which comprised the customary resolution approving temporary exempt and non-Civil Service appointments and separations which occurred during the month of June, 1991. The Commission unanimously concurred.

President's Report

President Coulter reported that City Librarian Kenneth Dowlin, Chief of Facilities Development Kathy Page, architects James Ingo Freed and Cathy Simon as well as himself had taken part in a Libraries of Tomorrow Conference conducted near Paris by the Bibliotecque de France. He pointed out that they had attended the Conference at no cost to the City of San Francisco; participants had either paid their own way or been subsidized by the French government.

It was a prestigious occasion for S.F.P.L., he said, the Library having been invited to make a presentation in company with the Bibliotecque de France, the British National Library, and the Alexandrian Library of Egypt. Also in attendance, he added, were representatives of several other libraries which are planning to remodel or build facilities: the library of Barcelona, which is planning a new main library; Berlin, which is planning to consolidate the library systems of East and West Germany; Moscow; Quebec, which is planning to build a national library (the Canadian National Library was not represented at the Conference!); and Tokyo.

The growing political problems attending the construction of the Bibliotecque de France were particularly noteworthy, President Coulter declared. The building design had been accomplished via an architectural competition, he explained, and now planners were encountering many difficulties in accommodating the library's needs to the design. President Coulter expressed gratitude for the foresight of former Commissioner Mary Louise Stong and all others who in the past argued against conducting such a competition for the design of San Francisco's new Main Library.

City Librarian's Report

Assistant City Librarian Karen Cox substituted for Mr. Dowlin, who was in Atlanta at the annual convention of the American Library Association. She reported that the Library had argued its case for a Fiscal Year 1991/92 budget increase before the Finance Committee of the Board of Supervisors, and that Mary Louise Stong and other Library supporters had made strong presentations on behalf of the Library as well. Ms. Cox recounted that the Library had especially pressed the point that the new levy of sales tax on periodicals is a significant and unexpected expense in its budget; the Library will have to pay 8.5% sales tax on a periodical budget of $380,000, she said.

The Finance Committee subsequently recommended a $100,000 increase to the Library budget, Ms. Cox concluded, which will be considered by the full Board at its meeting on July 15th.

Finance and Operations Committee Report

Commissioner Carlson, Committee Chair, reported that the purchase offer for forty acres of land in the Fuhrman Bequest was still under consideration by his Committee.

The Commissioner added that staff requested, and the Committee recommended, that expenditures from the Fuhrman Fund for FY 1991/92 equal FY 1990/91 expenditures plus five percent, for a total of $235,000. He moved for approval of the measure and the Commission unanimously concurred.

The Commission also unanimously concurred with Commissioner Carlson's motion to approve the following resolution.

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS NOT TO EXCEED $70,000 AVAILABLE FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR 1991/92, FOR THE PARTNERSHIPS FOR CHANGE PROGRAM.

WHEREAS, The California State Library has available Federal Library Services and Construction Act funds for the extension and improvement of Community Library Services to ethnic minorities through the Partnerships for Change Grants Program; and,

WHEREAS, The San Francisco Public Library is eligible and has been encouraged to apply for funds to continue improving library services for Latino and Asian recent immigrants at the Mission Branch Library during the 1991/92 Fiscal Year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $70,000 of Library Services and Construction Act funds for the continuing improvement and expansion of library service to ethnic minorities at Mission Branch Library; and, be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and, be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

In an update on the branch library renovation program, Commissioner Carlson provided the following information.

1) At Park Branch, the Library is negotiating with the contractor for recompense for work which will not be done due to cost overruns on other aspects of the project. Work at this branch, particularly seismic improvements, is somewhat behind schedule, but the delay shall not add any further to the cost of the project.
2) At Presidio Branch, work is running ahead of schedule and under budget, due in part to the use there of a wet core drilling method *versus* the dry method being employed at Park Branch. Steel rods will be inserted through the drill holes in order seismically to reinforce the masonry construction, after which the holes will be filled with an epoxy.
3) Regarding Chinatown Branch, staff is working to complete the application for a state Proposition 85 grant to supplement local Proposition A bond funds; the completed application estimates a construction cost that is $85,000 less than initial estimates. Concerns have arisen regarding the loss of the open space onto which the building is to be expanded. To compensate for this loss, staff and a community advisory group will investigate whether a rooftop play area is feasible; if so, a Community Development Grant and/or Open Space Acquisition Funds will be sought to finance it.
4) Regarding Sunset Branch, blueprints for the project have been completed and will be subjected to outside peer review in order to doublecheck for mistakes or omissions which might otherwise result in cost overruns.

Commissioner Carlson added that, because so much of the branch renovation work is structural and will not be visible when completed, he has requested that staff photograph the work as it progresses in order to provide a display later for the benefit of the public.

There being no new business nor public comment, Commissioner Romines moved to adjourn into Closed Session for the purpose of evaluating the performance of the City Librarian and of the Secretary to the Library Commission. Upon reconvening in Open Session, the Commission announced that it had completed its evaluations. Commissioner Chin moved for adjournment at 5:30 p.m., and the Commission unanimously concurred.

Timothy Williams
Commission Staff

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SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco
Public Library Commission

MINUTES

AUGUST 6, 1991

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RICHARD P. WALSH
Commission Secretary

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, August 6, 1991 in the Lurie Room, Main Library.

I. Call to Order

President Coulter called the meeting to order at 4:30 P.M.

II. Roll Call

On roll call the following commissioners were noted present: President Coulter, Commissioners Carlson, Kalil, Sanger and Swig. Commissioners Chin and Romines were excused.

III. Approval of Minutes

It was moved by Commissioner Carlson and unanimously approved that the Minutes of the July 2, 1991 regular Commission meeting be adopted.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1557, approval of temporary, exempt and non-Civil Service appointments and separations be adopted. (attached)

V. City Librarian's Report

New Automation System: Ed McBride, Automation Coordinator, reported that he recently met with the Purchasing Department and the City Attorney and established a two-tier information request for the information process for the new automation system. Twenty vendors were sent three minimum specifications which had to be met in order to receive a copy of SFPL's request for proposal. This process yielded a vendor who met the specifications and this vendor is currently responding to the R.F.P. If this vendor proposal meets all library requirements, negotiations of the contract will begin.

Municipal Cable Access Channel: Mr. McBride announced that the library has entered into a Memorandum of Understanding with other city departments to establish a municipal cable access channel. The library will become the production unit for the channel which is tentatively scheduled to begin on January 1, 1992. This channel will eventually be housed in the new main library.

Chief Administrative Officer: Kenneth Dowlin, City Librarian, asked

the Commission to formally ask the Chief Administrative Officer to include the Library in any future discussions and plans for an underground pedestrian walkway between the BART/MUNI station and the new main library, renovation of Civic Center Plaza and the Fulton Street Mall, and a shared delivery driveway with the Asian Art Museum under Fulton Street.

President Coulter directed the City Librarian to draft a letter to the CAO which raises these issues. The Commission President will review and approve the letter and send it to the C.A.O.

New Main:

Cathy Simon and Jennifer Sage, architects for the new main library, reviewed the revised elevations of the new building, particularly the Hyde and Grove Street sides. Most of the changes have been to the Grove Street side of the building. Changes include removal of stainless steel banding, addition of showcase windows, the tower is more vertical, children's garden area is reworked, more prominence to Grove Street entrance, exterior moldings have been included on all sides of the building.

Commissioner Sanger commended the architects on their responsiveness to community concerns.

Mary Ann Miller, San Francisco Tomorrow, addressed the Commission to voice several concerns that S.F.T.has with the current design. San Francisco Tomorrow has proposed an alternate design plan for the new main.

President Coulter stated that he has reviewed the design plans as presented by S. F. T. He noted that funds have been raised to move the Pioneer Monument and the Arts Commission has now requested that the E.I.R. consider a fifth possible site, this one in the center of Civic Center Plaza.

President Coulter noted that San Francisco Tomorrow's plans to leave the monument in place would result in a loss of 22,000 square feet in the building. This would translate to a reduction of 7½% of the total shelving (equivalent to all shelving in four of SFPL's largest branch libraries), 25% reduction in media production space, 25% reduction in children's programming room and 50% reduction in scholar center space.

Following a lengthy discussion regarding placement of exterior walls, Fulton street symmetry and the Pioneer Monument location, it was moved by Commission Carlson to accept the refined design as presented by the project architects. Vote was 4 aye, 1 nay. Commissioner Kalil cast the lone vote, saying she favored the more modern design originally proposed.

5:50 P.M. **Break**

6:00 P.M. **Meeting resumes**

VI. Finance and Operations Committee Report:
Commissioner Carlson

A. It was moved by Commissioner Carlson and unanimously approved that Resolution #1558 be adopted. (attached)

Resolution #1558

Authorizing the Real Estate Department of the City & County of San Francisco to represent the San Francisco Public Library in negotiating a sale of forty acres of land jointly owned by the Library and Recreation and Park Department as part of the Alfred Fuhrman bequest.

B. It was moved by Commissioner Carlson and unanimously approved that Resolution $#1559 be adopted. (attached)

Resolution #1559

Authorizing the City Librarian to accept and expend funds available from the United States Department of Education for a Project Read Outreach Program totaling $25,447.

C. It was moved by Commissioner Carlson and unanimously approved that Resolution $1560 be adopted. (attached)

Resolution #1560

Authorizing the City Librarian to accept and expend funds available from the United States Department of Education for a Project Read Outreach program totaling $34,530.

D. It was moved by Commissioner Carlson and unanimously approved that Resolution #1561 be adopted. (attached)

Resolution #1561

Authorizing the San Francisco Public Library to apply for, accept and expend, funds not to exceed $10,000 available through the California State Library from the Library Services and Construction Act for the development of Grandparents and Books Programs in public libraries for fiscal year 1990/91

E. It was moved by Commission Carlson and unanimously approved that Resolution #1562 be adopted. (attached)

Resolution #1562

Accepting a gift to the San Francisco Public Library of personal computer software and accessories, valued at $17,535 from Lotus Development Corporation.

Branch Renovations Program: Commissioner Carlson reported that the Park Branch renovation project should be completed by November 1991. The branch may be able to reopen in late December or early January.

Presidio Branch renovations are currently ahead of schedule and on budget.

The application for Proposition 85, involving state funds for Chinatown Branch has been submitted to the state. A decision should be reached sometime in September.

Commissioner Carlson also reported that plans are in the final review stage for Sunset Branch renovations.

VII. **Public Comment:**

Mr. Edward Benner expressed his views on public access to information utilizing state of the art technology.

There being no further business to discuss, the meeting was adjourned at 6:50 P.M. The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, September 2, 1991 at 4:30 P.M., Lurie Room, Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION # 1557

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1991.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of July, 1991, be approved:

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Fonseca, Michael	Lac, Tiffany
Roberts, Christen	Stites, James

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Amme, Tasha	Arroyo, Dolores
Du, Buu	Jackson, Connie
James, Arthur	Mah, Jimmy
Mattfeld, Stefanie	Quantannens, John

RESOLUTION # 1558

AUTHORIZING THE REAL ESTATE DEPARTMENT OF THE CITY AND COUNTY OF SAN FRANCISCO TO REPRESENT THE SAN FRANCISCO PUBLIC LIBRARY IN NEGOTIATING A SALE OF FORTY ACRES OF LAND, JOINTLY OWNED BY THE LIBRARY AND THE RECREATION AND PARK DEPARTMENT AS PART OF THE ALFRED FUHRMAN BEQUEST

Whereas, Alfred Fuhrman in 1940 bequeathed and devised unto the City and County of San Francisco certain real and personal property to benefit the Public Library and Golden Gate Park; and

Whereas, A part of that bequest comprises forty acres of unimproved, non-income producing rural land in Monterey County; and

Whereas, The owners of land surrounding these forty acres, and controlling access thereto, wish to purchase the City-owned parcel; now, therefore, be it

Resolved, that the Library Commission does hereby authorize the Real Estate Department to identify and contact any and all interested parties, and to negotiate an appraisal of the property as well as the purchase price and all other terms of sale; and, be it

Further Resolved, That upon approval of the purchase price and other terms of sale by the Library Commission and the Recreation and Park Commission, the Real Estate Department is hereby authorized to seek Board of Supervisors' permission to sell the property; and, be it

Further Resolved, That the Library's share of proceeds from said sale shall be deposited to its Fuhrman Fund account.

RESOLUTION # 1559

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTEMNT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM

Whereas, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit grant proposals for the fiscal year 1991-92, and

Whereas, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

Resolved, That the City Librarian is authorized to accept and expend an amount not to exceed $25,477 of Library Services and Construction Act VII funds for tutor support services of Project Read through September, 1992, and be it

Further Resolved, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grants funds, and be it

Further Resolved, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION # 1560

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM

Whereas, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit grant proposals for the fiscal year 1991-92, and

Whereas, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be it

Resolved, That the City Librarian is authorized to accept and expend an amount not to exceed $34,530 of Library Services and Construction Act VII funds for tutor support services of Project Read through September, 1992, and be it

Further Resolved, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

Further Resolved, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1561

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $10,000 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR THE DEVELOPMENT OF GRANDPARENTS AND BOOKS PROGRAMS IN PUBLIC LIBRARIES FOR FISCAL YEAR 1990/91

Whereas, The California State Library has Federal Library Services and Construction Act funds available for the development of Grandparents and Books Programs in the public libraries; and

Whereas, The San Francisco Public Library wishes to submit an application to the State of California to develop Grandparents and Books Programs in two branch libraries; and

Whereas, The San Francisco Public Library is eligible for these funds as a public library where at least 30% of the service population is culturally diverse; now, therefore, be it

Resolved, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $10,000 for Grandparents and Book Program Development Grants; and be it

Further Resolved, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

Further Resolved, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION # 1562

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY OF PERSONAL COMPUTER SOFTWARE AND ACCESSORIES, VALUED AT $17,535, FROM LOTUS DEVELOPMENT CORPORATION

Whereas, The Lotus Development Corporation has generously offered to donate to the Public Library thirty copies of its best-selling software program, Lotus 1-2-3 Version 2.2, and associated accessories valued at $17,535; and

Whereas, The San Francisco Public Library seeks to enhance public and staff access to personal computer software; now, therefore, be it

Resolved, That the San Francisco Public Library Commission does hereby accept the gift of personal computer software and accessories valued at $17,535; and,be it

Further Resolved, That the Library Commission expresses its gratitude to Lotus Development Corporation for its generosity.

City and County of San Francisco
Public Library Commission

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

LIBRARY COMMISSION MINUTES
OCTOBER 1, 1991

The regular meeting of the San Francisco Public Library Commission was held Tuesday, October 1, 1991 in the Lurie Room, Main Library

DOCUMENTS DEPT.
NOV 1 1991
SAN FRANCISCO
PUBLIC LIBRARY

I. Call to Order

The meeting was called to order at 4:45 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: Commissioners Carlson, Chin, Coulter, Kalil, Romines, Sanger and Swig.

III. Approval of Minutes

A letter signed by Ira Kurlander, read by Winchel Hayward, stated that San Francisco Tomorrow's proposal for the design of the new main library contained the same amount of square footage as the Pei, Cobb, Freed plan.

Mr. Hayward stated that San Francisco Tomorrow plans show a net gain of square footage in the new main and asked that the August 6, 1991 minutes be amended.

Commissioner Carlson stated that the minutes accurately reflect what was said at the meeting even if the information presented by Mr. Hayward at the time was incorrect.

It was moved by Commissioner Carlson and unanimously approved that the August 6, 1991 minutes be approved as submitted.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1568, approval of temporary, exempt and non-Civil Service appointments for the month of September 1991, be adopted.

V. President's Report

A. President Coulter announced that the Prides & Joys exhibit opens this evening. One of the goals of the Commission is to see the Library involved with more constituencies in the communities. This exhibit will attract fine printers, rare book enthusiasts, San Francisco history lovers, calligraphers and the literary community.

B. The African-American storytelling festival started this afternoon. Seven storytellers will visit seventeen neighborhood branch libraries during the festival.

C. Book Buddies has published its newsletter which includes an excellent article on Neel Parikh's speech at ALA in Atlanta as part of a program dealing with the ways libraries help young people cope with chronic illness.

D. Michael Blake, author of Dances with Wolves will appear at the library to take part in a writing contest for 9th through 12th graders on the subject of love.

VI. City Librarian's Report

A. Kenneth Dowlin, City Librarian, announced that Ana Linder, Project Read and Emily Boyles, Catalog Department, have been nominated for the 1991 Public Managerial Excellence Awards by the Mayor's Fiscal Advisory Committee.

B. Gary Strong, California State Librarian, has written to Mayor Agnos stating that the State Library has completed its preliminary eligibility review of the Proposition 85 bond act funds involving Chinatown Branch renovation/ expansion. He requested the Mayor's indulgence for receipt of the results of an in-depth review of the project.

C. The Strategic Planning Retreat held on September 28 resulted in various consensus of the group. The outcome of the planning retreat will be reviewed by the Planning Committee at its October 18 meeting.

Commissioner Kalil commented that Facilitator Marilyn Snider was excellent and she found that the session was hard work which achieved many positive goals.

D. Ed McBride, Automation Coordinator, announced that negotiations are continuing for the configuration of the new computer system. Pricing and discounts should be finalized within one week. Plans are also being concluded for an inventory of the collections.

A computers imaging system will be demonstrated next week at the Gay/Lesbian Archives press conference.

E. Kathy Page, Chief of Facilities Development, announced that target dates for reopening Park and Presidio have

been set. Park Branch should reopen on January 6, 1992; Presidio Branch should reopen on January 28, 1992. These dates may be subject to change due to the complexities associated with reopening these branches.

Sunset Branch remodeling will begin as soon as possible after Park Branch is reopened.

F. On the subject of the new main library, Hal Levin, Indoor Air Quality Consultant, has been hired to review the materials, specifications and finishes for the furniture, case work, carpeting and HVAC in the new building. Design changes have been approved for the 3rd and 4th floors which will now include outdoor staff terraces and will have windows which open in the staff room on the 5th floor.

Art Enrichment and Artists:

Alice Aycock has designed a spiral stairway which connects the 4th and 5th floors. Lothar Baumgarten submitted a proposal for his art work which is more than the Arts Commission is prepared to pay. Nayland Blake, who is doing the wall of lights for the grand stairway, is creating a model of the work to enable costing of the project.

Interior design of the new main will begin in October. Six staff committees have been formed to deal with the furnishings and equipment.

G. Marcia Schneider, Community Relations Librarian, reported that the Summer Reading Program was extremely successful. More than 7,000 children enrolled in the program with more than 3,500 children reading eight or more books. There were 214 Kid Power volunteers who worked a total of 3,700 volunteer hours to help make this program successful.

Knudsen is once again sponsoring the 49'er bookmarks. A kick-off event was held last week in the Main Children's Room with Keena Turner and Charles Haley of the 49ers. Commissioner Chin attended with a class from Spring Valley School.

The Prides & Joys exhibit has been established through the hard work of many people. The list of many valuable people who spent countless hours on the exhibit include: former Library Commissioner, Marjorie Stern, Andrew Hoyem, Bill Barlow, Jennifer Larson, Thomas Ingmire, Steve Townsend, Faun McInnis, and staff of Special Collections, Audrey Powers, and all the main library departmental staff.

The San Francisco Bay Area Book Festival will be held November 2-3. The Library, Friends of the Library and Library Foundation will have a booth at the Festival

VI. Finance and Operations Committee Report: Commissioner Carlson

A. It was moved by Commissioner Carlson and approved that the request for supplemental appropriation of $6 million (for costs associated with the new main library) be approved as amended. (Vote, 5 aye; 1 nay).

(Project appropriation detail is attached to the file copy of these minutes.)

Commissioner Carlson requested further Finance and Operations Committee review of DPW overhead charges of 105%.

B. Commissioner Carlson requested that approval of Resolution #1569, accepting a gift of $555,756 from the Library Foundation of San Francisco for design fees associated with the auditorium, meeting room complex media center and 11 special rooms in the new main library be continued until full approval of funding has been received from the Foundation.

C. It was moved by Commissioner Carlson and unanimously approved that the Library Funding Agreement between the Library Foundation of San Francisco and the City and County of San Francisco be adopted. (Library Funding Agreement attached to the file copy of these minutes).

D. It was moved by Commissioner Carlson and unanimously approved that $50,000 of Library Improvement Bond funds be made available to DPW for cornice roof repair at Park Branch Library.

E. Commissioner Carlson reported that the Finance and Operations Commission is reviewing a sale of an easement of Fuhrman property in Kern County, public bicycle parking at the new main library, and an informational service available, Neighborline, which is available in Pennsylvania.

VII. **Planning Committee Report:** Commissioner Jean Kalil

A. It was moved by Commissioner Kalil and unanimously approved that the guidelines and regulations on library support groups be adopted as amended. (Full text of policy on library support groups attached to file copy of these minutes.)

B. It was moved by Commissioner Kalil and unanimously approved that the policy on Library Support Groups Guidelines and Regulations be adopted as amended. (Full text of Guidelines and Regulations attached to file copy of these minutes).

President Coulter expressed concern that an annual written "letter" be submitted by support groups rather than a "report". He also stated that the statement on the "staff liaison" sounded too bureaucratic and that the statement needs a clearer definition of the work of the liaison staff person. All current support groups will be advised of this newly-adopted policy.

C. Commissioner Kalil reported that the Planning Committee is reviewing the issue of public bicycle parking in the new main library. Issues associated with bicycle parking include liability, design and construction costs, impact of circulation of patrons, and staff costs associated with with monitoring the bicycles.

Marilyn Smulyan, Chair of the Bicycle Advisory Committee, spoke on the importance of incorporating indoor bicycle parking in the new main library.

Commissioner Kalil reported that the Planning Committee will continue to discuss this matter and work with the Bicycle Advisory Committee towards a mutual solution.

VIII. **New Business**

None

IX. Public Comment

A. Ed Regan, library patron, stated that he felt that bicycle parking in the new main library should be made available.

B. Nel Richardson, library patron, expressed her dissatisfaction with the current time limits for using free public typewriters provided through the Partnership for Change Grant at the Mission Branch Library.

President asked Mr. Walsh to review the matter with staff.

C. Steven Pantos, library patron, expressed his opinion on the appropriateness of language used in various parts of the Policy on Library Support Groups and Guidelines and Regulations for Library Support Groups as approved by the Commission at today's meeting. He also commented on the history of the strategic planning process.

There being no further business to discuss, the meeting was adjourned at 7:15 P.M.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, November 5, 1991 at 4:30 P.M. in the Lurie Room, Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

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Resolution #1568

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1991. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER ,1991.

RESOLVED, that in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1991 be approved:

3602 Library Page

Manischewitz, Rachel
Tannous, Saliman
Ramil, Robert
Trinh, Huu

3610 Library Assistant

Mann, Natsuyo

8207 Building and Grounds Patrolman

Posada, Edgar

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Gleba, Judith
Lew, Tony
Nicholson, Jane
Roberts, Christen
Tran, Giang-Tien
Kim, Jeffrey
Marshall, Elizabeth
Phipps, Gabriel
Solorzano, Nelson
Wong, Samson